NASA/GSFC STORAGE INFORMATION MANAGEMENT SYSTEM (SIMS)

USER DOCUMENTATION

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1. Chapter 2, page 32, **2.3.1.3 Storage In Approve** – <u>Assigning Bin Space</u> – Deleted
2. Chapter 2, page 52-53, **2.3.5.1 – Assigning Bin Space** – Deleted and Changed. Assignment to an appropriate location for a stored item is done through direct data entry on Screen 4 of the Storage Control window. The system will update the Location file, the Equipment file and the Activity Log file.
3. Chapter 4, page 86, **4.1.1 Global Update**, subparagraph (2) – Addition. *Date Inventoried* was added to the table.
4. Chapter 5, pages 88&89, **5.1 Storage Request** Form – Deleted. Deleted items 23, 41, and 42. Item 30, removed "humidity".
5. Chapter 5, pages 90&91, **5.1 Storage Renewal Request** Form – Deleted items 23, 41, and 42. Item 30, removed "humidity".
6. Chapter 5, pages 94&95, **5.3 Storage Return Request** Form – Deleted items 23, 41, and 42.
7. Chapter 2, page 40, **2.3.2.3 Storge Out Approve, Internal/System Flags** – Changed. Line 1 change "storage flow" flag from "R" to "storage record status from "R". (Change made 3/30/00).

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ABOUT THIS MANUAL

The **NASA/GSFC Storage Information Management System (SIMS)** is written in Advanced Revelation, the most powerful and flexible database programming environment available for the personal computer. Advanced Revelation's exceptional user interface makes it easy for even the novice user to master with minimal training. With the knowledge of only a few keystrokes and a few basic concepts, the user will be able to tap into the full capabilities of the NASA/GSFC SIMS.

This manual discusses database access, Advanced Revelation keystrokes and concepts, the operation of each component of the system, special features added by InterAmerica to customize the system for NASA/GSFC, and some of the more advanced features of the system. In particular,

Chapter 1 .... reviews the basics of Advanced Revelation, including how to:

- use menus, windows, and popups
- move around in the system
- get online help.

Chapter 2 .... describes how to access the NASA/GSFC Storage Information Management System and outlines the various screens and menu options of the system and its component databases/modules:

- Inventory Control
- Storage
- Shipping
- Lookup Tables

Chapter 3 .... documents how to generate a variety of standard reports, as well as how to design your own custom reports using Advanced Revelation's EasyWriter module.

Chapter 4 .... details system utilities and related features.

Chapter 5…….. Forms and instructions used to support SIMS

Conventions Used in This Manual

A few typographical conventions are used throughout this manual:

- Whenever a new term is introduced, it is highlighted in *italics*.

- Keyboard keys are shown in brackets: for example, [Enter].

- Important information, exceptions to the rule, helpful hints, and references to other sections are indicated by the symbol ☞ .

CHAPTER 1: ADVANCED REVELATION BASICS

1.0   OVERVIEW

The NASA/GSFC Storage Information Management System (SIMS) is designed in Advanced Revelation (ARev) to run on a local area network. The primary components of the system include menus, windows, popups, tables, and reports.

- ► **Menus** - Menus let you navigate through the different modules of your system. By selecting from the choices on a menu, you can go to another menu, or to a data entry *window*.

- ► **Windows** - Windows are screens used to view, enter, and modify existing data.   Each element within the window is called a data *field*. All data within a window is known as a *record*.

- ► **Popups** - Popups display information or a list of options related to the field on which your cursor is placed. You can use popups to select field *values*.

- ► **Tables** - Tables contain the valid coded values for a field that are displayed in a popup. Many tables are user-definable to let you customize your database.

- ► **Reports** - A number of standard reports are available through the system.

1.1   USING MENUS

When you log on to the system, you will see the SIMS *main menu*, which lists the modules in your system. A brief message at the bottom of the menu describes the highlighted option.

```
Inventory Control  Storage  Shipping  Reports  Tables  Utility
                             Exit
```

SIMS Main Menu

The main menu works like every menu in the system. To choose an option, simply highlight it and press [Enter]. Use any of these methods to move the highlight bar:

- ► To go directly to any option, type the highlighted letter of the option you want.

- ► To go to the next option in a list, press [Spacebar].

- ► To move through the options, use the arrow key that points in the direction you want to move.

- ► To go to the first option, press [Home].

- ► To go to the last option, press [End].

After you select an option from the main menu, the system will often display a submenu of choices. Choose the option you want from the submenu just as you did from the main menu: highlight it and press [Enter].

1.2   USING WINDOWS

Windows are used to view, enter, and modify data in data files. Windows are the bordered areas on your screen that contain *prompts*, or tags, identifying the data fields to be entered, and *entry lines* where you enter the data. Windows can be one page or several pages long.

When you select a window from an Advanced Revelation menu, the system displays the window on your screen and places your cursor on the entry line of the first field prompt:

```
[■]
                        INVENTORY ENTRY SCREEN # 1                        ↑

       RECORD/SR NO: ▒▒▒▒▒▒▒▒▒▒                    DATE:

       INITIATOR ID:                          ORG CODE:

NAME OF OWNING ORG:
     PROJECT NAME:

 TECHNICAL MANAGER:                            PHONE:

 RESPONSIBLE INDIV:                            PHONE:

PROPERTY CUSTODIAN:                            PHONE:
  DATE INVENTORIED:                            VALUE ($):
              ENC:     DOES THE ITEM REQUIRE TAGGING? (Y/N)

  OWNER CONTROL NO:

     PHOTOS? (Y/N):                                                      ↓
Default value is 100001
```

Sample Window

1.2.1   Getting Online Help

At any time in an Advanced Revelation window--or anywhere else in the system--you can get online help at the touch of a key. Three levels of help are available:

Choose:	When you want to:
Context Help [F1]	Read help information about the current field
Concept Help [Ctrl-F2]	Read help information about the concept behind the current window, menu or screen
General Help [Ctrl-F1]	Choose help information about general system functions from a menu of help categories

The most useful help key when you are creating or editing records in your database is [F1], for *Context Help*. Whenever you are unsure about what to enter in a field, press [F1] for a brief description of the field's content, purpose, or format.

The *Concept Help* key, [Ctrl-F2], gives you the "big picture" behind what you are doing. At a window, pressing

[Ctrl-F2] will provide you with an overview of how windows work. At a menu, pressing [Ctrl-F2] will give you information about menus and how to use them. Elsewhere, pressing [Ctrl-F2] will tell you more about whatever you are doing in the system.

The *General Help* key, [Ctrl-F1], takes you into the Advanced Revelation HELP System. You can select from a menu of help categories for menus, windows, and other system features. A list of function keys is also available from this help level.

Much of the same information available through the concept help key ([Ctrl-F2]) is also accessible through General Help ([Ctrl-F1]). However, General Help lets you access any help information from any place in the system.

1.2.2   Status Line

The *status line* at the bottom of the screen shows you where you are and what you are doing in the current window. It also displays useful information about the field on which your cursor is positioned, such as whether the field has any predefined *options* (see section 1.3, "Using Popups"). Status line information will be mentioned throughout this manual where appropriate.

```
                        Screen Highlighting Status Line

[■]══════════════════════════════════════════════════════════════════════════
|                                                                           ↑
|                        SHIPPPING ENTRY SCREEN # 1                         ■
|                                                                           ▓
|  DATE                                           DOC NO:                    ▓
|                                                                           ▓
|  SHIP FROM:   COMPANY/SITE:                                               ▓
|               STREET ADDRESS:                                             ▓
|               CITY, STATE, ZIP:                                           ▓
|                                                                           ▓
|  SHIP TO:     SITE:                                                       ▓
|               STREET ADDRESS                                             ▓
|               CITY, STATE, ZIP:                                           ▓
|               ROOM NO:                                                    ▓
|               RESPONSIBLE PARTY:                    PHONE NO:             ▓
|                                                                           ▓
|  COST DATA:   SHIP COLLECT (Y/N):                                        ▓
|               SHIP PREPAID (Y/N):                                         ▓
|               JOB ORDER NO:                         FUNDING YR:           ▓
|                                                                           ▓
|  ORIGINATOR: NAME:                                  ORG:                  ▓
|              PHONE:                                                       ↓
└Default value is A00002 ═════════════════════════════════════════════════
         |  <Browse>    | <Options> <Soft Keys> <Save>    |         |      3
```

1.2.3   Types of Fields

Advanced Revelation windows contain several types of fields with characteristics affecting how you enter and edit data. Field-type information will be highlighted in this manual wherever relevant.

When the field is:	The type of data displayed is:
Single value	A single value on one line
Text	A string of text that extends over one or more lines

Multivalue	A series of distinct values that extend over one or more lines
Key	The record's unique identifying field

```
[■]────────────────────────────────────────────────────────────┐↑
                     STORAGE OUT ENTRY SCREEN # 1                 ■
        RECORD/SR NO:  KEY FIELD                DATE:

           ITEM NAME:
    ITEM DESCRIPTION:  TEXT FIELD

           MODEL NO:  SINGLE VALUE FIELD     OTHER CONTROL NO:  MULTI-
            PART NO:                         OTHER CONTROL NO:  VALUE
          SERIAL NO:                         OTHER CONTROL NO:  FIELD
            MFGR ID:                              MFGR NAME:


         IS ITEM A CONTAINER, SYSTEM OR RACK?  (Y/N):
                              IF SO, GIVE RECORD NO:


         IS ITEM IN A CONTTAINER, SYSTEM OR RACK? (Y/N):
                              IF SO, GIVE RECORD NO:
└────────────────────────────────────────────────────────────────┘↓
```

Window Highlighting Field Types

1.2.4   Moving Around in Windows

In a window, you can move forward and backward within a field, as well as move forward and backward from field prompt to field prompt. In a multipage window, you can move forward and backward between pages. The following table lists the most important cursor movement keys.

Table 1-1
Cursor Movement Keys

To move the cursor:	Press this key:
WITHIN FIELDS	
Right one character (non-destructive)	[►]
Right one character (destructive)	[Spacebar]
Left one character (non-destructive)	[◄]
Left one character (destructive)	[Backspace]
Right one word	[Ctrl ►]
Left one word	[Ctrl ◄]
To the last character in the line	[End]
To the first character in the line	[Home]
Up one line within a text or multivalue field containing data	[▲]
Down one line within a text or multivalue field containing data	[▼] or [Enter]
BETWEEN PAGES	
Forward one page	[PgUp]
Backward one page	[PgDn]
BETWEEN FIELDS	
Up one field from a single-value field, or the top line of a multivalue or text field	[▲]
Down one field from a single-value field, or the top line of a multivalue or text field	[▼] or [Enter]
To the record's key field	[Alt-K]
Forward one tab	[Alt-T]
Backward one tab	[Alt-Y]
To the middle prompt	[Alt-W]
To a popup of all fields with tabs indicated	[Alt-A]
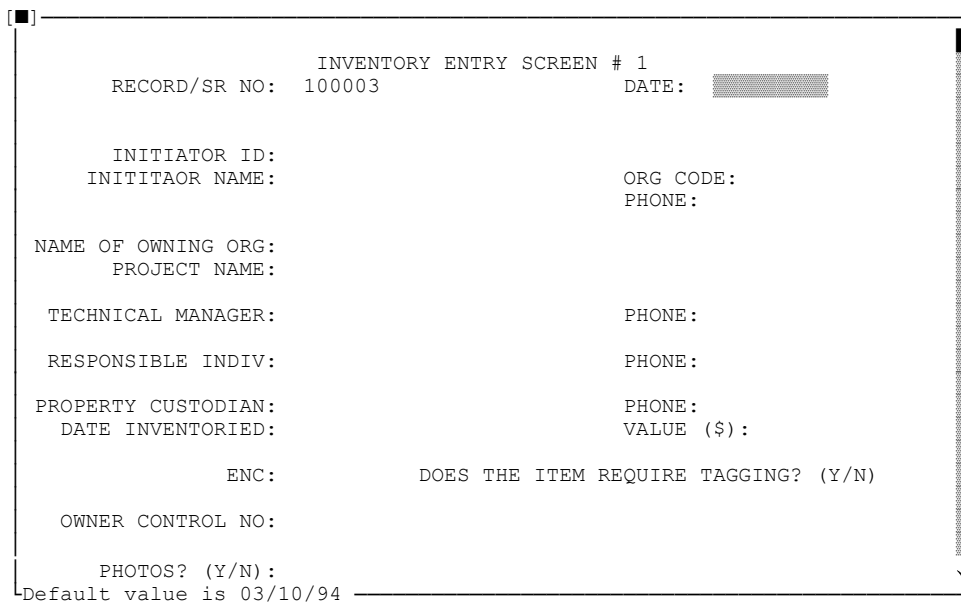
1.2.5 Using Windows to Create Records

Before you begin entering data, you should become familiar with some of Advanced Revelation's special features for creating records. The following sections cover these features, as well as how to edit, save, and delete records.

1.2.5.1 Using Default Values

Some fields in Advanced Revelation windows have predefined *default values*, which save time and effort in data entry. The default value could be the next number in a sequence, the most common answer to a "yes/no" question, today's date, or any other predefined value.

You will see the message "Default value is..." at the bottom left corner of the window whenever your cursor is on a field with a default value.

```
[■] ┌────────────────────────────────────────────────────────────────┐ █
    │                    INVENTORY ENTRY SCREEN # 1                   │ █
    │       RECORD/SR NO:  100003                 DATE:  ▓▓▓▓▓▓▓▓     │ █
    │                                                                │ █
    │                                                                │ █
    │       INITIATOR ID:                                            │ █
    │       INITITAOR NAME:                       ORG CODE:          │ █
    │                                             PHONE:             │ █
    │                                                                │ █
    │ NAME OF OWNING ORG:                                            │ █
    │        PROJECT NAME:                                           │ █
    │                                                                │ █
    │  TECHNICAL MANAGER:                         PHONE:             │ █
    │                                                                │ █
    │  RESPONSIBLE INDIV:                         PHONE:             │ █
    │                                                                │ █
    │ PROPERTY CUSTODIAN:                         PHONE:             │ █
    │   DATE INVENTORIED:                         VALUE ($):         │ ▓
    │                                                                │ ▓
    │              ENC:          DOES THE ITEM REQUIRE TAGGING? (Y/N)│ ▓
    │                                                                │ ▓
    │   OWNER CONTROL NO:                                            │ ▓
    │                                                                │ ▓
    │     PHOTOS? (Y/N):                                             │ ↓
    └Default value is 03/10/94 ──────────────────────────────────────┘
```

Window Illustrating Default Value

You can either accept or override the default value. To accept, press [Enter] at the field prompt. To override the default value, enter the desired data at the prompt.

1.2.5.2 Entering Data in Fields with Popups

Some fields have popups associated with them. A *popup* is a list of predefined values, or *options,* for a field. Whenever there is a popup for a field, the word "Options" appears in the status line.

Press [F2] (Options) to call up the popup. It will appear on your screen superimposed over the window you are working in. One way to select an item from a popup is to highlight your choice. To move the highlight, use the arrow keys. Then press [Enter].

☞ This procedure works for simple popups, in fields where only one value can be selected. But popups can be more complicated, and they are found in many different settings in the system. Refer to section 1.3, "Using Popups", for more information.

Using Popup Codes to Enter Data

Once you are familiar with the popup options for a field, you may wish to enter data directly in the field, instead of calling up the popup. Just type in the code that appears in the popup for the value you want to enter.

In some cases, the system translates the code into its spelled-out version. For example, when you type "Y" in response to a "yes/no" field, the system will spell out "YES" in the field.

1.2.5.3 Entering Data in Fields Using "Zoom"

In some fields, you will notice that your data seem to be disappearing to the left as you type. Or, in a multiline field, your first lines of data will disappear upward as you enter new lines. This is because the system only displays a limited amount of data in each field to save space on the screen. When what you are entering is longer than the entry area, the system scrolls the data off-screen.

If you want to see the entire field as you are typing, press [F3] (Zoom). The system will show you an expanded entry window for that field at the top of the screen. After you're finished entering data, press [F9] to save what you entered, then [Esc] to return to the normal window.

```
[■]══════════════════════════════╢ITEM NAME:╟══════════════════════════════╗
│                                                                          │
│                                                                       ▮  │
├──────────────────────────────────────────────────────────────────────────┤
│                                                                          ░
│   MODEL NO:                              OTHER CONTROL NO:               ▓
│    PART NO:                              OTHER CONTROL NO:               ▓
│  SERIAL NO:                              OTHER CONTROL NO:               ░
│    MFGR ID:                              MFGR NAME:                      ░
│                                                                          ░
│              IS ITEM A CONTAINER, SYSTEM OR RACK? (Y/N):                 ░
│                             IF SO, IS IT EMPTY? (Y/N):                   ░
│                                                                          ░
│            IS ITEM IN A CONTAINER, SYSTEM OR RACK? (Y/N):                ░
│                                IF SO, GIVE RECORD NO:                    ░
│ ITEM QUANTITY (STATE UNITS):                                            ░
│             METRIC [SF2] for other CRITICALITY:        HAZARD:           ░
│  ITEM LENGTH (m):                 .00 ft CRITICALITY:        HAZARD:     ░
│       WIDTH (m):                  .00 ft CRITICALITY:        HAZARD:     ░
│      HEIGHT (m):                  .00 ft CRITICALITY:                    ░
│      WEIGHT (kg):                 .00 lb CRITICALITY      CONDITION:     ↓
└──────────────────────────────────────────────────────────────────────────┘
```
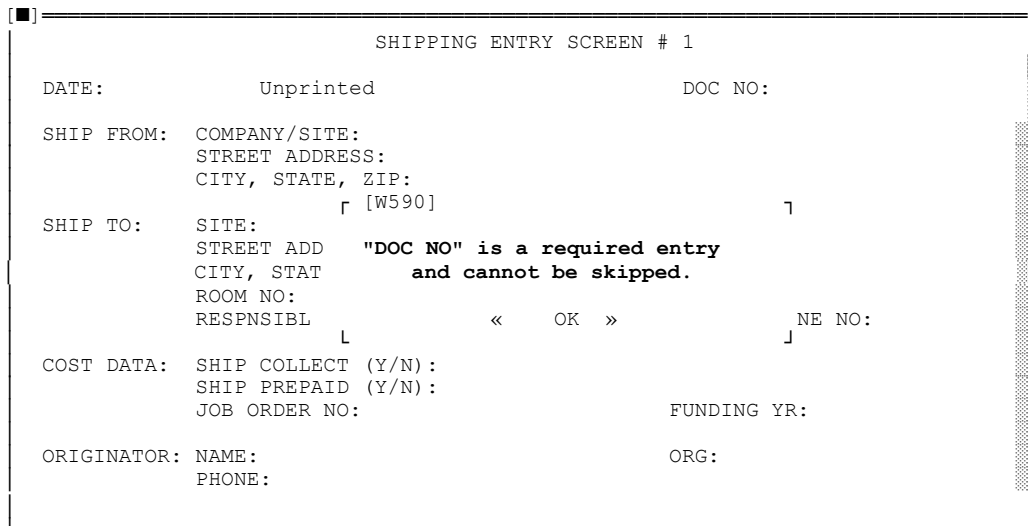
Window Illustrating "Zoom" Operation

1.2.5.4 Entering Data in Patterned Fields

In fields with standard formats, such as dates, times, and phone numbers, you only need to enter the numeric digits, and the system will automatically supply the correct pattern (punctuation, spacing, etc.). If you enter a value that does not fit the defined pattern for a field, the system will display a warning message that prompts you for the correct pattern. Press [Esc] to return to the field and re-enter the data in the correct format.

1.2.5.5 Entering Data in Required Fields

Some fields are required and cannot be skipped over in data entry. The system will flash the following message to remind you to complete any required fields in a window:

```
[■]
                          SHIPPING ENTRY SCREEN # 1

   DATE:           Unprinted                        DOC NO:

   SHIP FROM:   COMPANY/SITE:
                STREET ADDRESS:
                CITY, STATE, ZIP:
                      ┌ [W590]                              ┐
   SHIP TO:     SITE:
                STREET ADD    "DOC NO" is a required entry
                CITY, STAT       and cannot be skipped.
                ROOM NO:
                RESPNSIBL              «    OK   »            NE NO:
                      └                                      ┘
   COST DATA:   SHIP COLLECT (Y/N):
                SHIP PREPAID (Y/N):
                JOB ORDER NO:                    FUNDING YR:

   ORIGINATOR: NAME:                             ORG:
                PHONE:
```

<p align="center">Required Field Message</p>

Press [Enter] to remove the message, then enter the required data.

1.2.5.6 Editing Data in Windows

You can edit the data you have entered into a record at any time. Move your cursor to the field you wish to change (see section 1.2.4, "Moving Around in Windows"), and press [F4] to turn on Arev's edit mode, called the *Editor*.

With the Editor on, you can be in either *Overwrite* or *Insert* mode. Press the [Ins] key to change between Overwrite and Insert. The box in the lower left corner of the status line shows the status of the Editor.

Editing Keys

Several keys can be used to edit data in records. In single-line fields, your editing will affect the entire field. Certain keys do not apply to single-line fields; for example, [Ctrl-N] to insert a new line.

Table 1-2
Editing Keys

When you want to:	Press this key:
Delete the character to the left of the cursor	[Backspace]
Delete the character the cursor is on	[Del]
Delete the word to the right of the cursor	[Ctrl-Y]
Delete all characters from the cursor to the end of the line	[Ctrl-L]
Delete all characters from the start of the line to the cursor	[Ctrl-K]
Delete all characters in the current line	[Ctrl-X]
Delete the current line; move next line up	[Ctrl-D]
Insert a blank line; move current line down	[Ctrl-N]
Cut the current line into two at the cursor	[Ctrl-C]
Join the current line with the following line	[Ctrl-J]

Calling Up Existing Records for Editing

If you want to make changes to an existing record, you can recall the record to your screen. Use either of these two simple methods to call up an existing record:

► If you know the identifying number of the record you want, enter the number in the key field, and press [Enter]. The system will bring the record to your screen.

► If you do not know the identifying number of the record you want, you can call up a popup of all records in the file. In the key field, press [F2]. The system will display a popup of records from which you can select the record(s) you want by highlighting each in turn and pressing [Enter]. Press [F9] when done, and the system will display the first record's number in the window. Press [Enter] to bring the record to your screen.

If you selected more than one record from the popup, the word "Browse" will appear in the status line. Use [Alt-F] and [Alt-B] to move forward and backward through the *browse list* of records you selected.

1.2.5.7 Clearing Windows Using "Refresh

If you make mistakes in entering data into a window and would like to start over, you can *refresh*, or clear, the window by pressing [F8]. The system will display: "This window contains unsaved changes. Are you sure you want to lose them? Yes/No." Respond "Yes" to confirm that you want to abandon any data you have entered. When you confirm, the system clears the data from all entry lines in the window. You can then resume data entry.

> When you use "Refresh" while editing record, the record is not deleted, only the changes you entered and chose not to save.

1.2.6 Saving a Record

When you have finished entering or editing data in a window, press [F9] (Save) to save the record. The system will flash the message "Saving (record ID)" and give you a new blank window.

1.2.7 Deleting a Record

To delete a record, press [Alt-D] from anywhere in the record. The system will ask you to confirm the deletion. To confirm, press [Alt-D] again. To cancel your delete request and go back to the record, press any other key instead of [Alt-D].

1.2.8 Printing a Record

If you would like to get a printout of the record on your screen, press [Alt-P]. This will send a "print screen" command to your local printer. If the record you want to print is longer than one screen, use [PgDn] to display each page of the record, and press [Alt-P] to print each screen.

1.2.9 Leaving a Window

When you have finished in a window, be sure to press [F9] to save the last record you created or edited. After the system gives you a new blank window, you can leave the window by pressing [Esc]. The system will then return you to the menu.

> To leave a window without saving the record, press [Esc]. If you have entered data or made changes to the record, the system will remind you that "This window contains unsaved changes. Are you sure you want to exit now? Yes/No". Answer "Yes" if you do not wish to save your entries or changes, and the system will take you back to the menu. Otherwise, answer "No" to cancel the [Esc] command and go beck to the record.

1.3 USING POPUPS

A *popup* displays a list of options for a field. You can use popups to select field values, which saves time and prevents data entry errors. Whenever you see the word "Options" in the status line, you will know there is a popup associated with the field your cursor is on.

To call up the popup to your screen, press [F2] (Options). When the popup appears, the status line describes the type of popup you are using. The most common types are *single-selection* ("Single") and *multiple-selection* ("Multi"). The status line also tells you how to make selections from the popup.

```
[■]
                      Hazard Code Table Popup

        Code       Description

    1 >R            RADIOACTIVE
    2 |X            EXPLOSIVE
    3 |C            CORROSIVE
    4 |G            COMPRESSED GAS
    5 |N            NON-HAZARDOUS
    6 |O            OTHER
    7 |F            FLAMMABLE
```

Sample Popup

You may press [Esc] to leave the popup at any time without making selections.

1.3.1 Choosing Items from Single-Selection Popups

There are two ways to choose an item from a single-selection popup:

► Type the number of the item and press [Enter].

► Highlight the item and press [Enter] or [F9].

1.3.1.1 Highlighting Options with Cursor Keys

One way to move the highlight is to use the up and down arrow keys. When the highlight bar is over the item you want, press [Enter] or [F9]. The item you selected will now appear in the field from which you called up the popup.

If a popup contains more items than it can show on one page, a down arrow will appear at the bottom right of the popup. To move from page to page, use [PgUp] and [PgDn]. You can also return to the first page from the last page by pressing [PgDn], or move to the last page from the first page by pressing [PgUp].

1.3.1.2 Highlighting Options by Alphabetic Character

You can also highlight an item by typing an alphabetic character. The highlight bar will move directly to the popup item whose code begins with that character. This is especially useful in a multi-page popup.

Simply type the alpha character that begins the item. For example, to highlight the code "NEWORLEANS" from a popup, you would type "N". When you type any alphabetic character while in a popup, this message will appear at the bottom of the screen:

   Text to find:

The character you typed will display next to this message.

You may also type a string of characters to find in a popup. For example, when you know there are several popup options beginning with the same letter, you may wish to type the first few characters of the item you want.
To search for a numeric character or string, enclose it within quotes ("...").
When you have entered the character or string of characters you wish to find, press [Enter].
► If there are no matches, you will see the message "No (more) occurrences...can be found."

► If there are matches, the system will move the highlight bar to the first item in the popup that begins with the

character(s) you typed. Press [Enter] or [F9] to select the item. If this first item is not the one you want, arrow down until the highlight bar is over the item you want. Then press [Enter] or [F9]. The item you selected will now appear in the field from which you called up the popup.

1.3.1.3 Highlighting Options Using "Find"

You can also use the [Ctrl-F] (Find) key to find any string of characters in a popup. Press [Ctrl-F] to get the "Text to find:" message, then enter the string you wish to find. Then press [Enter]. If the string is found in any column of the popup, the highlight bar will move to that row. Press [Enter] or [F9] to select the item.

1.3.2   Choosing Items from Multiple-Selection Popups

To choose items from a multiple-selection popup ("Multi" will be displayed in the status line), either type the number of the first item you want, or highlight it. You can use any of the methods described in the previous section for highlighting options: using the arrow keys, typing in one or more characters, or using [Ctrl-F] (Find).

Then press [Enter], and the item you selected will blink, change color, or show in reverse video (depending on your monitor). Continue selecting items in the same way.

☞ If you change your mind about an item, move the highlight to the item and press [Enter] again. The item will stop blinking or otherwise go back to its normal appearance to show lit has been 'unselected."

When you have chosen all the items you want, press [F9]. The system will return you to the field, bringing back the items you selected from the popup.

1.3.2.1 Multiple-Selection Order Popups

In a normal multiple-selection popup, items are brought back to the field in the order in which they appear in the popup, as opposed to the order of selection.

Multiple-selection order popups, however, will bring back the items in the order in which they were selected ("Order" will be displayed in the status line). In the popup, the right-hand column will display the order of selection. Select items from an order popup as described above, and press [F9] to bring your selections back to the field.

1.4   SUMMARY OF IMPORTANT KEYS

This section reviews the most important function and control keys used in the system. Some keys are relevant to the entire window; others are related to individual fields. For your convenience, these keys are listed in Table 1-3 in two formats, which can be photocopied and kept near your computer terminal.

☞ Other keys you will use often in the system are covered elsewhere in this chapter, including cursor movement keys (see section 1.2.4, "Moving Around in Windows") and editing keys (see section 1.2.5.6, "Editing Data in Windows").

When you are online, information about keys is available in several ways:

► Press *[Ctrl-F9] (Keys)* for a popup list of keys that are currently active from wherever you are in the system. You may select the key you want to use by highlighting it and pressing [Enter], or simply view the list as a reminder.

► Press *[Ctrl-F1] (General Help)*, then [PgDn] three times, until you see the "Function Key Template" for a list and description of system-wide function keys.

► Press *[F6] (Softkeys)* for a popup list of "softkeys" specially programmed for the NASA/GSFC system. Each softkey performs a specific task, such as taking you to a different window or displaying a related record. You may select the softkey action you want by highlighting it on the popup and pressing [Enter], or press the softkey itself.

☞	For more information about the softkeys programmed into the system, see section 2.1.2, "Softkeys", in Chapter 2.

1.5   LEAVING THE SYSTEM

When you have finished working in the system, press [Esc] until you reach the main menu. Highlight "X - Exit" and press [Enter], or simply press "X". The system will take you to your network menu.

Table 1-3
Function Keys

Key	Function	What It Does
F1	Context Help	Provides customized, context-sensitive help about the current menu, popup, or field in a window.
F2	Options	Displays a popup list of valid options for the current field, if available, or a cross-referenced field search window for selected fields.
F3	Zoom	Expands the editing area for a field when you need more space to enter data.
F4	Editor	Turns on the editor when you want to change existing text without clearing or overwriting it.
F6	Softkeys	Displays a list of keys specially programmed for your system to perform special processes.
F8	Refresh	Clears all data displayed in a window without saving.
F9	Save	Saves the data you entered or changes you made in a record; saves entries and returns you to the main window after a "Zoom" or multiple-selection popup operation.
Ctrl-F1	General Help	Explains how to use the three levels of help, describes the function keys, and displays a popup of additional help records.
Ctrl-F2	Concept Help	Provides information about the concept behind the current menu, window, or process.
Ctrl-F9	Keys	Displays a list of keys that are currently active.
Ctrl-F	Find	Lets you search a popup by entering the first letter(s) or any character string from the item you want to locate at the "Text to find:" message.
Alt-P	Print	Prints the current screen.
Alt-D	Delete	Deletes the record currently in the window screen; must be pressed twice to confirm.
Esc	Escape	Exits from any popup or help screen; brings you from a submenu back to the preceding menu; exits from a data entry window after changes are saved with [F9] (changes are lost if [Esc] is pressed twice without saving).

FUNCTION KEYS

For use with window FIELDS:

F2   --►   Displays a popup list of valid options for the current field, if available, or a cross-reference field search window for selected fields.

F3   --►   Expands the editing area for a field when you need more space to enter data. Press [F9] to save and return to the normal window.

F4   --►   Turns on the editor when you want to change existing text without clearing or overwriting it; turns off the editor.

F6   --►   Displays a list of keys specially programmed for your system to perform special processes.

For use in WINDOWS:

F8   --►   Clears all data displayed in a window without saving.

F9   --►   Saves the data you entered or changes you made in a record; saves entries and returns you to the main window after a "Zoom" or multiple-selection popup operation.

Ctrl-F9   --►   Displays a list of keys that are currently active.

Alt-P   --►   Prints the current screen.

Alt-D   --►   Deletes the record currently in the window screen; must be pressed twice to confirm.

Esc   --►   Exits from any popup or help screen; brings you from a submenu back to the preceding menu; exits from a data entry window after changes are saved with [F9].

For use in TABLES and POPUPS:

Ctrl-F   --►   Lets you search a popup or table for the desired entry. At the "Text to find:" message, enter the first letter(s) or any character string from the item you want to locate, and press [Enter].

For access to HELP information:

F1   --►   Provides context-sensitive help about the current menu, popup, or field in a window. Press [F1] at any prompt to see a customized help message.

Ctrl-F1   --►   Explains how to use the three levels of help, describes the function keys, and displays a popup of additional help records.

Ctrl-F2   --►   Provides information about the concept behind the current menu, window, or process.

☞ **Do not** sign off on your storage renew request until you are sure you no longer wish to edit it. Once you sign off and save the storage renew request, the system automatically changes the "storage flow" flag to "R" (Ready for approvals) and will prevent you from any further editing of the record. Until you sign off on the INITIATOR line, you may recall the record for editing, as described in 2.3.4.2, "Storage Renew ⌗ Edit Request."

☞ If an Approver attempts to recall the storage renew record through the "Approve" option of the Storage Renew menu **before** the Initiator has signed off and the "storage flow" flag has been changed to "R", the system will display the message "not ready for approval."

Deleting a Storage Renew Record

Prior to signing off, the Initiator can delete a storage renew record from the Storage Renew Entry window. Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Then press [Alt-D] twice to delete the record.

The system will "roll back" the record to the point before the storage renew request was initiated; i.e., only those changes/additions made to the original storage request information will be deleted.

☞ Once the storage renew request has received final approval, only a user with a Security Level of "1" can delete the record.

Internal/System Flags

When a storage renew request is created, the system sets an internal "Renewal Flag" to "Y" to indicate that a renewal request is in process; this prevents other individuals from inadvertently requesting renewal for the same item. The system also sets a "Renewal Flow Flag" indicating the current stage of the renewal process and a "Status" flag indicating how many renewals have been requested. These flags are displayed on screen 1 of the Storage Control Entry window; refer to section 2.3.5, "Storage Control," for more information.

CHAPTER 2: NASA/GSFC STORAGE INFORMATION
AND MANAGEMENT SYSTEM (SIMS)

2.0   OVERVIEW

The primary function of the NASA/GSFC Storage Information Management System is the comprehensive control of Goddard Space Flight Center's container and item inventory activities, with potential implementation by individual flight projects and other Goddard organizations.   Key aspects of the system include:

- rapid and accurate information on the status of individual inventories, location, and individual item history;

- inventory tracking and control by project, transfers, and inventory maintenance;

- generating a variety of standard and ad hoc reports related to the inventory control process, as well as forms generation capabilities.

2.1   SYSTEM COMPONENTS

The NASA/GSFC Storage Information Management System consists of several separate but interrelated modules, which are detailed later in this chapter.

- ► The *Inventory Control* module is used to record information about each item in the inventory, including a complete item history.

- ► The *Storage* module manages all requests related to equipment storage: incoming, outgoing, returns, and renewals. It also allows you to find warehouse space for inventory items by searching available storage locations and bins against item parameters.

- ► The *Shipping* module is used to generate shipping documents for all storage-related shipments, as well as for regular inventory.

The system also includes the following modules that support NASA/GSFC's storage/inventory control functions:

- ► The *Reports* module generates a number of predefined reports, and lets you create custom reports through the EasyWriter utility.

- ► The *Tables* module gives you control over the lookup tables that supply data to many fields in your database.

- ► The *Utility* module is used to check on user configurations, globally update organization codes, and import storage and inventory equipment data.

Tables are covered later in this chapter; the Reports and Utility modules are discussed in Chapters 3 and 4, respectively.

Before beginning to enter data into the NASA/GSFC Storage Inventory Management System, you should become familiar with some customized system features.

2.1.1   Lookup Tables

Lookup tables are a key component of the NASA/GSFC system. Each lookup table contains all the valid coded values for a data entry field. The codes may be entered manually, or selected from a popup. Lookup tables:

- • speed data entry by letting you retrieve frequently used field values with a few keystrokes;

- • ensure the integrity of your database by restricting data entry to carefully predefined values;

- • streamline report generation by providing a quicker, easier manner of searching through your data.

Every system user accesses the lookup tables, particularly when using popups, but only certain users can edit them; i.e., users with an appropriate security level. Maintaining lookup tables is discussed later in this chapter in section 2.4, "Tables." Users should read this section to gain a greater understanding of how the NASA/GSFC system works.

☞	Lookup tables should be built before accessing other windows. If they are not, users will be prevented from entering data in fields that access the tables.

2.1.2   Softkeys

To make navigating through the NASA/GSFC Storage Information Management System easier, a number of special *softkeys* have been programmed into the system. Each softkey performs a specific task, such as displaying a record, printing a form, or taking you to a different window. You can use softkeys from most data entry windows, whenever you see "Softkeys" in the status line.

☞	When you need to move from a record in one window to a related record in another, check to see whether there is a softkey that will take you there directly. This saves time by bypassing the menus.

2.1.2.1 Using Softkeys

Press [F6] from any field in a window to see the softkey popup for the window you are in.

```
[■]────────────────────────────────────────────
│            Custom Application Softkeys
│
├─────┬──────────────────────────────────────────
│  Key     │ Function
├─────┼──────────────────────────────────────────
│ 1>SF2    │ Process Routine
│ 2│SF3    │ Activate/Deactivate Dupcheck
└─────┴──────────────────────────────────────────
```

Sample Softkeys Popup

There are two ways to execute a softkey:

► Choose the softkey you want from the [F6] popup, either by entering its number on the list or by highlighting it, then press [Enter].
► Press the softkey combination directly from any field in the window.

2.1.2.2 "Search Window" Softkey

In several windows in the system, a special softkey has been programmed to help you conduct a search for specific

records you wish to recall. In these cases, pressing the [F2] (Options) key from the window's key field will call up a "Database Search Criteria" window:

```
[■]━━━━━━━━━━━━━━━━━ DATABASE SEARCH CRITERIA ━━━━━━━━━━━━━━━┓
                                                            ┃
  STATUS.........(t).            ECN...............         ┃
                                                            ┃
  SITE...........(t).            MODEL NO...........        ┃
                                                            ┃
                                                            ┃
  BUILDING.......(t).            PART NO............        ┃
                                                            ┃
  ROOM..............             SERIAL NO..........        ┃
                                                            ┃
                                                            ┃
  BIN............(t).            OWNER'S CONTROL NO.        ┃
                                                            ┃
  RESPONSIBLE INDIV..            EXCESS CASE NO.....        ┃
                                                            ┃
                                                            ┃
  ORG CODE...........            PART OF SR ON......        ┃
                                                            ┃
                                                            ┃
  ITEM NAME......(x).            ITEM TYPE FLAG (s).        ┃
                                                            ┃
```

Sample Search Window

(1) To conduct a search, complete the desired search field(s). You may search for multiple values in one or more of the fields. If you do not know the full desired value for a search field:

►Enter as many characters as desired of the value to be searched, followed by the character "]" (meaning "starts with").

or

►Press [F2] to call up a small window labelled "Value starting with:", in which you may enter the beginning character(s) of the value you wish to search. (In the "Value starting with" window, you do not need to use the "]" character.)

> ☞ For fields followed by "(t)", pressing [F2] will display the lookup table popup for that field, from which you may select the value you wish to search. For fields followed by "(x)", the system will search an individual-word index of the field's values. For all other fields, the system will search a whole-value index of each field's values.

(2) Press [F9] to begin the search.

(3) The system will display the results of the search:

• If there is one record that matches your criteria, the system will display "1 matches have been found," then move that record's number to the window's key field. Press [Enter] to bring the record to your screen.
• If there is more than one match, the system will display them in a popup. Choose the desired record(s) by highlighting each in turn and pressing [Enter], then press [F9]. The system will bring the first record's number to the window's key field. Press [Enter] to bring the record to your screen. Use [Alt-F] and [Alt-B] to move forward and backward, respectively, through the browse list of records you selected.

• If there are no matches, the system will display "0 matches have been found."

Information about search windows will be highlighted throughout this chapter wherever relevant.

2.1.3 Security

For each menu and window in the NASA/GSFC SIMS, a security level has been established that restricts access to only those users with the appropriate security level. A user without the appropriate security who attempts to use a menu or window will receive a system message denying access.

Five levels of security are available, with "1" being the highest and "5" the lowest. Security levels are assigned to each authorized SIMS user in his/her record in the Personnel lookup table. Throughout this manual, the security level for each menu and window will be noted in the appropriate section heading.

> ☞ For more information about the Personnel table, refer to section 2.4, "Lookup Tables," later in this chapter.

2.2 INVENTORY CONTROL MODULE

The function of the Inventory Control module is to capture all information related to equipment in the NASA/GSFC inventory, including complete ownership and authority information; physical description and volume; associated model, part, and other numbers; criticality and hazard codes; environmental, packing, handling, and inspection requirements; and location information. In addition, the inventory record includes a complete item history.

2.2.1 Inventory Control Menu

To access the Inventory Control module, select "Inventory Control" from the SIMS main menu. The system will display the Inventory Control menu:

```
       Inventory Control   Storage   Shipping   Reports   Tables   Utility   Exit
      ┌─────────────────────────────────┐
      │ Equipment Create/Edit           │
      │ Equipment View                  │
      └─────────────────────────────────┘

                       Inventory Control Menu
```

Select the desired option from the menu. The system will display the appropriate data entry window, as illustrated and explained in the sections that follow.

2.2.1.1 Equipment Create/Edit

To create (or edit) an inventory record, select "Equipment Create/Edit" from the Inventory Control menu. The system will display the first of five screens of the Inventory Entry window:

```
[■]─────────────────────────────────────────────────────────────────────┐
                         INVENTORY ENTRY SCREEN # 1                      ↑
           RECORD/SR NO:  ▒▒▒▒▒▒▒▒                    DATE:             ┌─┐
                                                                       │■│
            INITIATOR ID:                            ORG CODE:         └─┘
          INITIATOR NAME:                            PHONE:
                                                                       ▒
 NAME OF OWNING ORG:                                                   ▒
       PROJECT NAME:                                                   ▒
                                                                       ▒
  TECHNICAL MANAGER:                                 PHONE:            ▒
```

```
 RESPONSIBLE INDIV:                              PHONE:

PROPERTY CUSTODIAN:                              PHONE:
  DATE INVENTORIED:                              VALUE ($):
              ECN:              DOES THE ITEM REQUIRE TAGGING? (Y/N)?

  OWNER CONTROL NO:

     PHOTOS? (Y/N):
Default value is 100001
```

Inventory Entry Window (Screen 1)

```
[■]
                    INVENTORY ENTRY SCREEN # 2
       ITEM NAME:
ITEM DESCRIPTION:


  MODEL NO:                          OTHER CONTROL NO:
   PART NO:                          OTHER CONTROL NO:
 SERIAL NO:                          OTHER CONTROL NO:
  MFGR ID:                           MFGR NAME:

         IS ITEM A CONTAINER, SYSTEM OR RACK? (Y/N):
                       IF SO, IS IT EMPTY? (Y/N):
         IS ITEM IN A CONTAINER, SYSTEM OR RACK: (Y/N):
                       IF SO, GIVE RECORD NO:
ITEM QUANTITY (STATE UNITS):
         METRIC [SF2] for other CRITICALITY:     HAZARD:
 ITEM LENGTH (m):                   CRITICALITY:     HAZARD:
       WIDTH (m):                   CRITICALITY:     HAZARD:
      HEIGTH (m):                   CRITICALITY:
      WEIGHT (kg):                  CRITICALITY:    CONDITION:
```

Inventory Entry Window (Screen 2)

```
┌[■]──────────────────────────────────────────────────────────────┐
│                   INVENTORY ENTRY SCREEN # 3                      ↑
│                                                                  ▒
│ ENVIRONMENTAL REQUIREMENTS:                                      ▒
│                                                                  ▒
│                                                                  ▒
│ SPECIAL PACKING REQUIREMENTS:                                    ▒
│                                                                  ▒
│                                                                  ▒
│                                                                  █
│ SPECIAL HANDLING REQUIREMENTS:                                   ▒
│                                                                  ▒
│                                                                  ▒
│                                                                  ▒
│ ADDITIONAL COMMENTS:                                             ▒
│                                                                  ▒
│                                                                  ▒
│ INSPECTION REQUIREMENTS:                                         ▒
│            INTERVAL:         LAST DATE INSPECTED:                 ↓
└──────────────────────────────────────────────────────────────────┘
```

Inventory Entry Window (Screen 3)

```
┌[꒐]──────────────────────────────────────────────────────────────┐
│                   INVENTORY ENTRY SCREEN # 4                      ↑
│                                                                  ▒
│ LOCALTION INFORMATION                                            ▒
│                                                                  ▒
│     SITE:                BLDG:           IN STORAGE? (Y/N):       ▒
│     ROOM:                BIN:                                     ▒
│                                                                  ▒
│                                                                  ▒
│ TRACKING INFORMATION                                             ▒
│                                                                  ▒
│     LAST ACTION DATE:         STATUS:                            ▒
│     NEXT ACTION DATE:         STATUS:                            ▒
│                                                                  ▒
│                                                                  █
│ MARK FOR ACTION? (Y/N):       SHIP FLAG (Y/N):                   ▒
│                                                                  ▒
│        DOCUMENT TYPE:              DOCUMENT NO:                  ▒
│                                                                  ▒
│        EXCESS CASE NO:                                           ↓
└──────────────────────────────────────────────────────────────────┘
```

Inventory Entry Window (Screen 4)

```
[▯]
      ┌────────────────────────────┬────────────────────────────┐
      │     ITEM HISTORY STACK     │  INVENTORY ENTRY SCREEN # 5 │
      └────────────────────────────┴────────────────────────────┘
  DATE      STAT SITE    BLDG ROOM USER    DOCUMENT TYPE      DOC NO.
```

Inventory Entry Window (Screen 5)

2.2.1.2 Equipment View

When you wish to view an inventory record without making changes, select "Equipment View" from the Inventory Control menu. The system will display the Inventory View window, which is identical to the Inventory Entry window (see 2.2.1.1 above). Recall the record you wish to view through one of the methods described below in section 2.2.2.1, "Recalling an Existing Inventory Record."

☞ | When you use the "Equipment View" option to recall the record of an Inventory item that is in Storage, the system will indicate the item's Storage status by displaying a message in the lower right corner of screen 1 of the Inventory View window.

2.2.2   Special Features

You can get information about completing each field of any window by pressing [F1], which will call up a detailed help message. In addition, several special features of these windows are discussed below.

2.2.2.1 Recalling an Existing Inventory Record

To recall an existing inventory record for editing or viewing, either enter its number in the RECORD/SR NO field and press [Enter], or press [F2] from the RECORD/SR NO field and complete the search window as described in section 2.1.2.2, "Search Window Softkey."

☞ | **Only** Inventory records may be recalled through the "Equipment Create/Edit" option of the Inventory Control menu; if you attempt to recall the record of an inventory item that is in Storage through this menu option, the system will display a message denying access. Both Inventory-only and Storage records may be recalled for viewing through the "Equipment View" option of the Inventory Control menu, as described insection 2.2.1.2 above.

2.2.2.2 Supplied Field Patterns in PHONE Field

When you enter data manually into any of the PHONE fields on screen 1 of this window, you only need to enter the

10 digits of the telephone number; the system will supply the necessary spacing and punctuation. For example, if you enter "3015551234", the system will convert your entry into "(301) 555-1234".

Moreover, a default NASA/GSFC area code and exchange prefix has been built into the system for the PHONE fields. When you manually enter the final 4 digits of a NASA/GSFC telephone number, the system will automatically supply "(301) 286-" before your 4-digit entry.

☞ In the "name" fields on screen 1 of this window (INITIATOR NAME, TECHNICAL MANAGER, RESPONSIBLE INDIV, and PROPERTY CUSTODIAN), the system will automatically supply the telephone number to the corresponding PHONE field when you select the person's name from the [F2] popup of values. Refer to section 2.2.2.4, "System-Supplied Values from Lookup Tables," below for more information.

2.2.2.3 "Duplicate Check" Softkey

A softkey has been programmed into this window that activates/deactivates an automatic duplicate-check process. The softkey, [Shift-F3], acts as an on/off toggle switch; each time you press [Shift-F3], the system displays a message indicating whether the duplicate check has been activated or deactivated.

When the duplicate check is on, the system will automatically perform a duplicate check when you complete each field. For each duplicate check field, the system checks the value you have entered against the existing values in that field in the EQUIPMENT file. The following fields are duplicate-checked as they are entered:

- ECN
- OWNER CONTROL NUMBER
- MODEL NUMBER
- PART NUMBER
- SERIAL NUMBER
- OTHER CONTROL NO

The system displays any matching records in a popup for review. When done, press [Esc] to return to your original record.

2.2.2.4 System-Supplied Values from Lookup Tables

In several fields in the Inventory window, values are automatically supplied by the system from a lookup table. Once you complete a lookup table-controlled field (i.e., by entering a valid value or by selecting one from the [F2] popup), the system completes any other associated fields with values from the lookup table:

When you complete this field:	The system supplies this field:
INITIATOR ID	ORG CODE; INITIATOR NAME; PHONE; NAME OF OWNING ORG

TECHNICAL MANAGER	PHONE
RESPONSIBLE INDIV	PHONE
PROPERTY CUSTODIAN	PHONE
MFGR ID	MFGR NAME

You may accept each system-supplied value, or override it by entering another value.

2.2.2.5 Automatic Metric-English Conversion

At the bottom of screen 2 of the Inventory Entry window, four fields capture the item's dimensions/volume: ITEM LENGTH, WIDTH, HEIGHT, and WEIGHT. The system has been programmed to convert dimensions expressed in metric units into English units, or vice versa.

▶ To convert metric to English, simply enter the metric dimensions into the appropriate field, then press [Enter]. The system will convert your metric entry into the English-system amount.

▶ To convert English to metric, position your cursor on the desired field, then press [Shift-F2]. The system will display a small window in the lower right corner of the screen labelled "Enter the Value," followed by an entry area for "FT/IN" or "LB", as appropriate. Enter the English dimension, then press [F9] to save. The system will automatically bring the English value back to the Inventory Entry window and convert it in the corresponding metric field.

2.2.2.6 Item History Stack

The fifth screen of the Inventory Entry window, labelled "Item History Stack," displays a concise overview of the item's storage history. As various storage transactions take place, the system automatically updates the Item History Stack by adding a new line, with the most recent transaction listed first. The data in the Item History Stack are protected and cannot be edited.

> 👉 The Item History Stack can also be accessed through the Storage Control option of the Storage menu; refer to section 2.3.5 for more information about Storage Control.

History Stack Triggers

In this window, the following STATUS field value triggers an Item History Stack update:

▶ Location change (INL)

2.2.3   Lookup Tables

Fields in these windows with user-defined lookup tables are:

Field	Lookup Table
INITIATOR ID	Personnel
ORG CODE	Organization

TECHNICAL MANAGER	Personnel
RESPONSIBLE INDIV	Personnel
PROPERTY CUSTODIAN	Personnel
MFGR ID	Manufacturer
ITEM QUANTITY	Unit
CRITICALITY	Criticality
HAZARD	Hazard
CONDITION	Condition
SITE	Site
BLDG	Main Location
BIN	Main Location
STATUS	Status
DOCUMENT_TYPE	Document Type

2.2.4   Softkeys

The following softkeys are available in the Inventory Entry window:

```
[■]────────────────────────────────────────────────────
 │                                                      │
 │               Custom Application Softkeys            │
 │                                                      │
 │   ┌─────┬──────────────────────────────────────────┐│
 │   │ Key │ Function                                  ││
 │   ├─────┼──────────────────────────────────────────┤│
 │  1>SF2  │ Process Routine                           ││
 │  2│SF3  │ Activate/Deactivate Dupcheck              ││
 └───┴─────┴──────────────────────────────────────────┘
```

Inventory Entry Softkeys Popup

2.3   STORAGE MODULE

The Storage module monitors and controls all requests for storage of equipment, including incoming, outgoing, returns, and renewals. This module also permits users to search for available storage locations based on item volume and special storage requirements.

Storage items may or may not also be Inventory items. For ease of data entry, most of the windows in the Storage Module are identical, or very similar, to those in the Inventory Control module, as depicted in section 2.2 above. Where applicable, features that are common to both Inventory and Storage records will be highlighted.

<u>Storage Menu</u> (Security Level 5)

To access the Storage module, select "Storage" from the SIMS main menu. The system will display the Storage Menu:

```
Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

              ┌─────────────────────────┐
              │ Storage In        ▶     │
              │ Storage Out       ▶     │
              │ Storage Return    ▶     │
              │ Storage Renew     ▶     │
              │ Storage Control         │
              └─────────────────────────┘

                     Storage Menu
```

Select the desired option from the menu. The system will display the appropriate submenu (indicated by the ⊟ symbol) or data entry window, as illustrated in the sections that follow.

2.3.1   Storage In Menu

To create, edit, approve, view, modify (post-approval), or print a record requesting storage for an item, select "Storage In" from the Storage menu. The system will display the Storage In menu:

```
Inventory Control   Storage   Shipping   Reports   Tables   Utility   Exit

       ┌──────────────────┬──────────────────────────┐
       │ Storage In       │ Request                  │
       │ Storage Out      │ Edit Request             │
       │ Storage Return   ├──────────────────────────┤
       │ Storage Renew    │ Approve                  │
       │ Storage Control  ├──────────────────────────┤
       │                  │ View                     │
       │                  │ Modify (Post Approval    │
       │                  ├──────────────────────────┤
       │                  │  Print                   │
       └──────────────────┴──────────────────────────┘

                     Storage In Menu
```

Select the desired option from the menu. The system will display the appropriate data entry window, as described in the sections that follow.

2.3.1.1 Storage In ▶ Request
(Security Level 4)

To create a new storage request, select "Request" from the Storage In menu. The system will display the first of five screens of the Storage Request Entry window:

```
┌[■]─────────────────────────────────────────────────────────────┐↑
│                STORAGE REQUEST ENTRY SCREEN # 1                  │▓
│        RECORD/SR NO:                        DATE:               │▓
│                                                                 │▓
│   PARENT/CHILD:    PARENT RECORD NO:       CHILD RECORD NOS:    │▓
│                                                                 │▓
│        INITIATOR ID:                    ORG CODE:              │▓
│      INITITAOR NAME:                        PHONE:            │▓
│  NAME OF OWNING ORG:                                           │▓
│                                                                 │▓
│        PROJECT NAME:                                           │▓
│  TECHNICAL MANAGER:                         PHONE:            │▓
│                                                                 │▓
│   RESPONSIBLE INDIV:                        PHONE:            │▓
│                                                                 │▓
│  PROPERTY CUSTODIAN:                        PHONE:            │▓
│    DATE INVENTORIED:                    VALUE ($):           │▓
│                 ECN:        DOES THE ITEM REQUIRE TAGGING: (Y/N):│▓
│                                                                 │▓
│    OWNER CONTROL NO:                                           │▓
│                                                                 │▓
│       PHOTOS? (Y/N):                                           │↓
└▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒┘
```

Storage Request Entry Window (Screen 1)

```
┌[■]─────────────────────────────────────────────────────────────┐↑
│                STORAGE REQUEST ENTRY SCREEN # 2                  │▒
│          ITEM NAME:                                             │▒
│  ITEM DESCRIPTION:                                             │▒
│                                                                 │▒
│                                                                 │▒
│                                                                 │▓
│   MODEL NO:                        OTHER CONTROL NO:           │▒
│    PART NO:                        OTHER CONTROL NO:           │▒
│  SERIAL NO:                        OTHER CONTROL NO:           │▒
│    MFGR ID:                        MFGR NAME:                 │▒
│                                                                 │▒
│            IS ITEM A CONTAINER, SYSTEM OR RACK: (Y/N):        │▒
│                         IF SO, IS IT EMPTY? (Y/N):           │▒
│           IS ITEM IN A CONTAINER, SYSTEM OR RACK: (Y/N):     │▒
│                         IF SO, GIVE RECORD NO:               │▒
│  NUMBER OF PIECES TO BESTORED (STATE UNITS):                 │▒
│            METRIC [SF2] for other CRITICALITY:     HAZARD:   │▒
│  ITEM LENGTH (m):                  CRITICALITY:     HAZARD:  │▒
│       WIDTH (m):                   CRITICALITY:     HAZARD:  │▒
│      HEIGHT (m):                   CRITICALITY:             │▒
│      WEIGHT (kg):                  CRITICALITY:    CONDITION:│↓
└▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒░░┘
```

Storage Request Entry Window (Screen 2)

```
┌[■]────────────────────────────────────────────────────────────────────┐↑
│                      STORAGE REQUEST ENTRY SCREEN # 3                   │▓
│                                                                        │▓
│  JUSTIFICATION FOR STORAGE:                                            │▓
│                                                                        │▓
│                                                                        │▓
│  ENVIRONMENTAL REQUIREMENTS:                                           │▓
│                                                                        │▓
│                                                                        │▓
│  SPECIAL PACKING REQUIREMENTS:                                         │█
│                                                                        │▓
│                                                                        │▓
│  SPECIAL HANDLING REQUIREMENTS:                                        │▓
│                                                                        │▓
│                                                                        │▓
│  ADDITIONAL COMMENTS:                                                  │▓
│                                                                        │▓
│                                                                        │▓
│                                                                        │↓
└▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▓ ┘
```

Storage Request Entry Window (Screen 3)

```
┌[■]────────────────────────────────────────────────────────────────────┐↑
│                      STORAGE REQUEST ENTRY SCREEN # 4                   │▓
│      PICKUP CONTACT NAME:                    DATE STORAGE REQUIRED:     │▓
│                   PHONE:                     EST. DATE OF REMOVAL:      │▓
│                                                                        │▓
│  PICKUP LOCATION:    SITE:                      BLDG:      ROOM:        │▓
│                                                                        │▓
│   JOB ORDER NO. (STORAGE):                         FUNDING YEAR:        │▓
│  JOB ORDER NO. (TRANSPORT):                        FUNDING YEAR:        │▓
│                                                                        │▓
│                                                                        │▓
│  APPROVALS: INITIATOR:                                                 │█
│             FLT ASSURANCE MGR:                                         │▓
│             PROPERTY CUSTODIAN:                                        │▓
│             BRANCH HEAD:                                               │▓
│             NEMS COORDINATOR:                                          │▓
│             STORAGE MGR:                                               │▓
│                                                                        │▓
│                                                                        │↓
└▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▓ ┘
```

Storage Request Entry Windows (Screen 4)

```
[■]┌─────────────────────────────────────────────────────────────────┐↑
  │                    STORAGE REQUEST ENTRY SCREEN # 5              │▓
  │                                                                 │▓
  │ LOCATION INFORMATION                                            │▓
  │                                                                 │▓
  │      SITE:                 BLDG:                                │▓
  │      ROOM:                  BIN:                                │▓
  │                                                                 │▓
  │                                                                 │▓
  │ TRACKING INFORMATION                                            │▓
  │                                                                 │▓
  │      LAST ACTION DATE:             STATUS:                      │▓
  │      NEXT ACTION DATE:             STATUS:                      │▓
  │                                                                 │▓
  │                                                                 │▓
  │ MARK FOR ACTION? (Y/N):                                         │▓
  │                                                                 │▓
  │         DOCUMENT TYPE:                    DOCUMENT NO:          │▓
  │                                                                 │▓
  │         EXCESS CASE NO:                                         │▓
  │                                                                 │▓
  │                                                                 │█
  └─────────────────────────────────────────────────────────────────┘↓
   ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
```

Storage Request Entry Window (Screen 5)

Requesting Storage for an Inventory Item

If the item for which you are requesting storage is already in the SIMS Inventory, you may recall the inventory record to use as a basis for your storage request. Recall the inventory record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

When the system brings the inventory record to your screen, it will place the inventory information in the appropriate fields of the Storage Request Entry window. You may make any necessary changes to these fields. Then complete the rest of the Storage Request Entry window, including the JUSTIFICATION FOR STORAGE field on screen 3 and all applicable fields on screen 4 (e.g., PICKUP- and JOB ORDER-related fields).

Requesting Storage for a non-Inventory Item

If the item for which you are requesting storage is not in the SIMS Inventory, you must create a new record "from scratch." From the RECORD/SR NO field, press [Enter] to accept the system-supplied default number, displayed in the lower left corner of screen 1. Complete all applicable fields in screens 1 through 4 of the window.

Completing a Storage Request Record

When you have finished entering all appropriate data in the Storage Request Entry window, you must "sign off" on the record by completing the INITIATOR line of the APPROVALS field on screen 4. You must enter your 4-character User ID in ALL CAPITALS. You should then save the record by pressing [F9].

┌───┐
│ ☞   **Do not** sign off on your storage request until you are sure you no longer wish to edit it. Once │
│   you sign off and save the storage request, the system automatically changes the "storage flow" │
│   flag to "R" (Ready for approvals) and will prevent you from any further editing of the record. │
│   Until you sign off on the INITIATOR line, you may recall the record for editing, as described │
│   below in section 2.3.1.2, "Storage In ▣ Edit Request." │
└───┘

> ☜ If an Approver attempts to recall the storage request record through the "Approve" option of the Storage In menu **before** the Initiator has signed off and the "storage flow" flag has been changed to "R", the system will display the message "not ready for approval."

Deleting a Storage Request Record

Prior to signing off, the Initiator can delete a storage request record from the Storage Request Entry window. Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Then press [Alt-D] twice to delete the record.

If the storage request was for an item already in the SIMS Inventory, the system will "roll back" the record to the point before the storage request was initiated; i.e., only those changes/additions made to the original inventory information will be deleted. If the storage request was for an item not in the SIMS Inventory, the entire record will be deleted.

> ☜ Once the storage request has received final approval, only a user with a Security Level of "1" can delete the record. Refer to section 2.3.1.5, "Storage In ▯ Modify (Post-Approval)", for more information.

System-Supplied Field Values

After saving the storage request, the system automatically supplies the LAST ACTION DATE field with the date of the request and its corresponding STATUS field with "Pending Storage."

2.3.1.2 Storage In ▶ Edit Request
(Security Level 4)

To edit a storage request (prior to Initiator sign-off), select "Edit Request" from the Storage In menu. The system will display the Storage Request Edit window; it is identical to the five-screen Storage Request Entry Window depicted in section 2.3.1.1 above.

Recall the storage request record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

> ☜ Once the "storage flow" flag has been changed to "R", the Initiator will be prevented from any further editing of the storage request record.

Resubmitting a Storage Request after Disapproval

When a storage request has been disapproved, the Initiator must resubmit the request.   After recalling the storage request record into the Storage Request Edit window and making any necessary modifications, change the "storage flow" flag from "D" (Disapproved) to "R" (Ready for approvals). You may do this manually, or by pressing [F2] and selecting "R" from the popup of values.

2.3.1.3 Storage In ▶ Approve
(Security Level 3)

To approve (or disapprove) a storage request, select "Approve" from the Storage In menu. The system will display the Storage Approval Edit window; it is identical to the five-screen Storage Request Entry Window depicted in section 2.3.1.1 above.

Recall the storage request record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

> ☞ To quickly recall all storage request records that are ready for approval, complete the search window's ITEM TYPE FLAG field with the value "S". The system will return a popup of only those storage request ("S") records that are ready to be approved; i.e., with "R" in the "storage flow" flag.

Approving a Storage Request Record
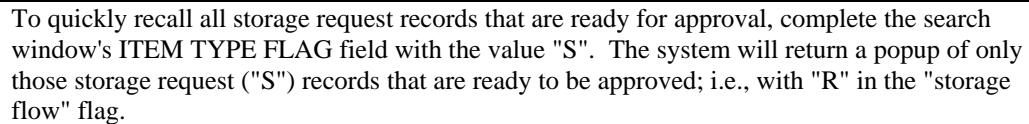
After reviewing the storage request and making any desired changes/edits, each Approver indicates his/her approval by "signing off" on the appropriate line of the APPROVALS field. The user must enter his/her 4-character User ID in ALL CAPITALS, then press [F9] to save the edited record.

> ☞ In the APPROVALS field, the FLT ASSURANCE MGR, PROPERTY CUSTODIAN, BRANCH HEAD, and NEMS COORDINATOR lines have a "3" Security Level; the STORAGE MGR line requires a "1" Security Level.

> ☞ The storage request is not considered "Approved" until the final APPROVAL signature is completed; i.e., STORAGE MGR. After the STORAGE MGR signs off, the system changes the "storage flow" flag from "R" (Ready for approvals) to "A" (Approved).

Disapproving a Storage Request Record

To disapprove a storage request, change the "storage flow" flag from "R" (Ready for Approval) to "D" (Disapproved). You may do this manually, or by pressing [F2] and selecting "D" from the popup of values.

> ☞ Once a storage request has been disapproved, the Initiator must resubmit the storage request after making any necessary changes. This is done through the "Edit Request" option of the Storage In menu; refer to section 2.3.1.2, "Storage In ▯ Edit Request" for more information

"Data Updated Window" Softkey

The Storage Approval Edit window includes a softkey that allows the Approver to see a list of all changes made to the storage request record since its initiation. From any point in the Storage Approval Edit window, press [Shift-F6], and the system will display the Update Tracking window for the present record:

```
[■]═══════════════════════ Update Tracking ═══════════════════════
USER NAME /// DATE UPD /// FIELD NAME /// NEW VALUE   /// OLD VALUE
```

> ☞ Once a storage request has been disapproved, the Initiator must resubmit the storage request after making any necessary changes. This is done through the "Edit Request" option of the Storage In menu; refer to section 2.3.1.2, "Storage In ⊟ Edit Request" for more information

> ☞ The Data Updated Window softkey is particularly useful when an Approver wishes to see what changes have been made to a storage request that has been resubmitted after initial disapproval

Deleting a Storage Request Record

Prior to final approval, an Approver can delete a storage request record from the Storage Approval Edit window. Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Then press [Alt-D] twice to delete the record.

If the storage request was for an item already in the SIMS Inventory, the system will "roll back" the record to the point before the storage request was initiated; i.e., only those changes/additions made to the original inventory information will be deleted. If the storage request was for an item not in the SIMS Inventory, the entire record will be deleted.

> ☞ Once the storage request has received final approval, only a user with a Security Level of "1" can delete the record. Refer to section 2.3.1.5, "Storage In ⊟ Modify (Post-Approval)", for more information.

"Mark for Action" Flag

The MARK FOR ACTION field on screen 5 allows the Storage Manager to flag items for quick retrieval during the shipping stage of the storage in/out/return process. To set the flag, enter "Y" in the MARK FOR ACTION field. Later, in the Shipping module, all flagged items can be recalled through the USE FLAGGED ITEMS? field.

> ☞ For more information about the MARK FOR ACTION and USE FLAGGED ITEMS fields, refer to section 2.4.1.1, "Shipping ▶ Request."

2.3.1.4 Storage In ▶ View
(Security Level 5)

To view a storage request, select "View" from the Storage In menu. The system will display the Storage Request View window; it is identical to the five-screen Storage Request Entry Window depicted in section 2.3.1.1 above.

Recall the storage request record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

When the record is brought to your screen, the system will display a storage status message in the lower right corner

of screen 1; e.g., "storage in awaiting approval," "storage in approved," etc.

> ☞ Users are **not** allowed to make changes from the Storage Request View window. If changes are attempted, the system will display the message: "This data is protected and cannot be edited."

2.3.1.5 Storage In ▶ Modify (Post-Approval)
(Security Level 1)

To modify a storage request after it has been approved, select "Modify (Post-Approval)" from the Storage In menu. The system will display the Storage Post Approval window; it is identical to the five-screen Storage Request Entry Window depicted in section 2.3.1.1 above.
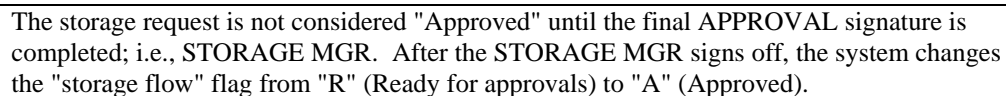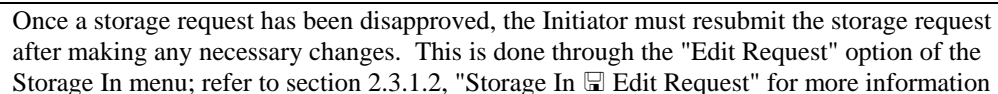
Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Make any desired changes, then press [F9] to save. If your changes affected either the item's location or volume, the system will first check the assigned location against the item's volume before saving the record, as described under "Assigning Bin Space" in section 2.3.1.3 above.

Deleting a Storage Request Record
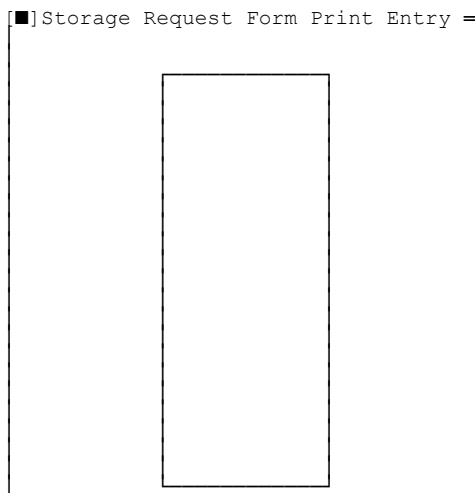
After final approval, the Storage Manager can delete a storage request record from the Storage Post Approval window. Recall the record to your screen, then press [Alt-D] twice to delete the record.

If the storage request was for an item already in the SIMS Inventory, the system will "roll back" the record to the point before the storage request was initiated; i.e., only those changes/additions made to the original inventory information will be deleted. If the storage request was for an item not in the SIMS Inventory, the entire record will be deleted.

2.3.1.6 Storage In ▶ Print
(Security Level 5)

To print a storage request, select "Print" from the Storage In menu. The system will display the Storage Request Form Print Entry window:

```
                    ┌──[■]Storage Request Form Print Entry ═┐
                    │                                       │
                    │          ┌──────────────┐             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          │              │             │
                    │          └──────────────┘             │
                    │                                       │
                    └───────────────────────────────────────┘
```

```
┌─────────────────────────────────┐
│                                 │
└─────────────────────────────────┘
```

Storage Request Form Print Entry Window

Complete the window with the Record/SR number(s) of the record(s) you wish to print, either by entering the number(s) in the RECORD/SR NO field, or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

The system will print out the selected storage request(s) at your local printer and return you to the Storage In menu. **Please note:** If there is more data in any of the memo fields than can be printed on a single form, a second page will print. These fields include Item Description, Environmental Requirements, Justification for Storage, Packaging Requirements, Handling Requirements, and Additional Comments.

2.3.2   Storage Out Menu

(Security Level 5)

To create, edit, approve, view, modify (post-approval), or print a record requesting that an item be temporarily removed from storage, select "Storage Out" from the Storage menu. The system will display the Storage Out menu:

```
        Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit
                              ┌──────────┬──────────┐
                    Storage In│          │          │
                    Storage Out          │ Request  │
                    Storage Return       │ Edit Request
                    Storage Renew        ├──────────┤
                    Storage Control      │ Approve  │
                                         ├──────────┤
                                         │ View     │
                                         │ Modify (Post-Approval)
                                         ├──────────┤
                                         │ Print    │
                                         └──────────┘

                              Storage Out Menu
```

Select the desired option from the menu. The system will display the appropriate data entry window, as described in the sections that follow.

2.3.2.1 Storage Out ▶ Request
(Security Level 4)

To request that a stored item be removed temporarily from storage, select "Request" from the Storage Out menu. The system will display the first of four screens of the Storage Out Entry window:

```
[■]────────────────────────────────────────────────────────────┐↑
│                    STORAGE OUT ENTRY SCREEN # 1                │
│                                                                │
│        RECORD/SR NO:                      DATE:                │
│                                                                │
│   PARENT/CHILD:    PARENT RECORD NO:         CHILD RECORD NOS: │
│                                                                │
│        ITEM NAME:                                              │
│  ITEM DESCRIPTION:                                             │
│                                                                │
│                                                                │
│        MODEL NO:                       OTHER CONTROL NO:       │
│         PART ID:                       OTHER CONTROL NO:       │
│       SERIAL NO:                       OTHER CONTROL NO:       │
│         MFGR NO:                       MFGR NO:                │
│                                                                │
│              IS ITEM A CONTAINER, SYSTEM OR RACK? (Y/N):       │
│                                     IF SO, GIVE RECORD NO:     │
│                                                                │
│          IS ITEM IN A CONTAINER, SYSTEM OR RACK: (Y/N):       │
│                                     IF SO, GIVE RECORD NO:     │
│                                     IF SO, GIVE RECORD NO:     │
└────────────────────────────────────────────────────────────────┘↓

                Storage Out Entry Window (Screen 1)
```
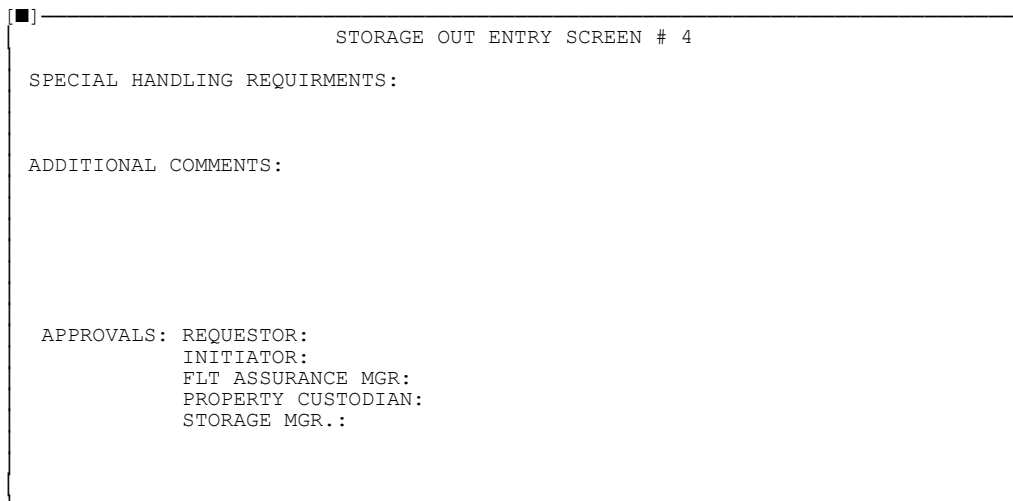
```
[■]┌──────────────────────────────────────────────────────────────┐↑
   │                    STORAGE OUT ENTRY SCREEN # 2                │▓
   │                                                                │▓
   │ NUMBER OF PIECES TO BE STORED (STATE UNITS):                   │▓
   │                                 STATUS CODE:                   │▓
   │           METRIC [SF2] for other CRITICALITY:     HAZARD:      │▓
   │ ITEM LENGTH (m):                 CRITICALITY:     HAZARD:      │▓
   │      WIDTH (m):                  CRITICALITY:     HAZARD:      │▓
   │     HEIGHT (m):                  CRITICALITY:                  │█
   │     WEIGHT (kg):                 CRITICALITY:    CONDITION:    │▓
   │                                                                │▓
   │        INITIATOR ID:                      ORG CODE:           │▓
   │      INITIATOR NAME:                       PHONE:             │▓
   │                                                                │▓
   │ NAME OF OWNING ORG:                                            │▓
   │       PROJECT NAME:                                            │▓
   │                                                                │▓
   │  TECHNICAL MANAGER:                        PHONE:             │▓
   │                                                                │▓
   │ PROPERTY CUSTODIAN:                        PHONE:             │▓
   │                ECN:                        VALUE ($):         │▓
   │                                                                │▓
   │   OWNER CONTROL NO:                                            │↓
   └──────────────────────────────────────────────────────────────┘
```

Storage Out Entry Window (Screen 2)

```
[■]┌──────────────────────────────────────────────────────────────┐↑
   │                    STORAGE OUT ENTRY SCREEN # 3                │▓
   │                                                                │▓
   │   REQUESTED BY:               ORG:          PHONE:            │▓
   │                                                                │▓
   │    DELIVER TO:                ORG:          PHONE:            │▓
   │                                                                │▓
   │  DELIVERY LOCATION:  SITE:                                     │▓
   │                      BLDG:                                     │▓
   │                      ROOM:                                     │▓
   │                                                                │▓
   │  DATE REQUESTED:                                               │▓
   │                                                                │▓
   │  TYPE OF REMOVAL   (SELECT ONE NUMBER):                        │▓
   │  1. SHORT-TERM (60 DAYS OR LESS) & EXPECTED RETURN DATE:       │█
   │  2. PERMANENT REMOVAL (MORE THAN 60 DAYS; SUBMIT APPLICABLE 1602'S) │▓
   │  3. EXCESS (SUBMIT APPLICABLE 1602'S, 20-9'S, 811'S WITH THIS FORM) │▓
   │                                                                │▓
   │ SUBMIT A GSFC 20-4 & APPLICABLE 1602'S WITH THIS FORM TO SHIP AN ITEM OFFSITE. │▓
   │                                                                │▓
   │   JOB ORDER NO. (TRANSPORTATION):              FUNDING YEAR:   │▓
   └──────────────────────────────────────────────────────────────┘
```

Storage Out Entry Window (Screen 3)

```
[■]────────────────────────────────────────────────────────────────────────
                          STORAGE OUT ENTRY SCREEN # 4

 SPECIAL HANDLING REQUIRMENTS:


 ADDITIONAL COMMENTS:




   APPROVALS: REQUESTOR:
              INITIATOR:
              FLT ASSURANCE MGR:
              PROPERTY CUSTODIAN:
              STORAGE MGR.:


└────────────────────────────────────────────────────────────────────────
```

Storage Out Entry Window (Screen 4)

Recalling an Existing Storage Record

Recall the storage record for the item you wish to remove from storage, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

> ☞ To quickly recall all storage records related to a specific NASA/GSFC project, complete the search window's ORG CODE field with the applicable project/organization code. The system will return a popup of all storage records with that organization code value, from which you can select the desired record(s).

When the system brings the storage record to your screen, it will place the storage record information in the appropriate fields of the Storage Out Entry window. You may make any necessary changes to these fields. Then complete the rest of the Storage Out Entry window, including the DELIVER TO, DELIVERY LOCATION, DATE REQUIRED, TYPE OF REMOVAL, and JOB ORDER-related fields on screen 3.

Completing a Storage Out Request Record

When you have finished entering all appropriate data in the Storage Out Entry window, you must "sign off" on the record by completing the REQUESTOR line of the APPROVALS field on screen 4. If you are also the Initiator of the original storage request, you should also sign off on the INITIATOR line of the APPROVALS field. You must enter your 4-character User ID in ALL CAPITALS. When done, save the record by pressing [F9].

> ☞ **Do not** sign off on your storage out request until you are sure you no longer wish to edit it. Once you sign off and save the storage out request, the system automatically changes the "storage flow" flag to "R" (Ready for approvals) and will prevent you from any further editing of the record. Until you sign off on the REQUESTOR line, you may recall the record for editing, as described below in section 2.3.2.2, "Storage Out ⌧ Edit Request."

☞ If an Approver attempts to recall the storage request record through the "Approve" option of the Storage Out menu **before** the Requestor has signed off and the "storage flow" flag has been changed to "R", the system will display the message "not ready for approval."

2.3.2.2 Storage Out ▶ Edit Request
(Security Level 4)

To edit a storage out request (prior to Requestor sign-off), select "Edit Request" from the Storage Out menu. The system will display the Storage Out Edit window; it is identical to the four-screen Storage Out Entry window depicted in section 2.3.2.1 above.

Recall the storage out record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

☞ Once the "storage flow" flag has been changed to "R", the Requestor will be prevented from any further editing of the storage out request.

Deleting a Storage Out Record

Prior to final approval, the Requestor can delete a storage out record from the Storage Out Edit window. Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Then press [Alt-D] twice to delete the record.

The system will "roll back" the record to the point before the storage out request was initiated; i.e., only those changes/additions made to the original storage request information will be deleted.

☞ Once the storage out request has received final approval, only a user with a Security Level of "1" can delete the record. Refer to section 2.3.2.5, "Storage In ⊟ Modify (Post-Approval)", for more information

2.3.2.3 Storage Out ▶ Approve
(Security Level 3)

To approve (or disapprove) a storage out request, select "Approve" from the Storage Out menu. The system will display the Storage Out Approval window; it is identical to the four-screen Storage Out Entry window depicted in section 2.3.2.1 above.

Recall the storage out record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

☞ To quickly recall all storage out records that are ready for approval, complete the search window's ITEM TYPE FLAG field with the value "O". The system will return a popup of only those storage out ("O") records that are ready to be approved; i.e., with "R" in the "storage flow" flag.

<u>Approving a Storage Out Record</u>

After reviewing the storage out record and making any desired changes/edits, each Approver indicates his/her approval by "signing off" on the appropriate line of the APPROVALS field. The user must enter his/her 4-character User ID in ALL CAPITALS, then press [F9] to save the edited record.

> ☞ In the APPROVALS field, the INITIATOR, FLT ASSURANCE MGR, and PROPERTY CUSTODIAN lines have a "3" Security Level; the STORAGE MGR line requires a "1" Security Level

> ☞ The storage request is not considered "Approved" until the final APPROVAL signature is completed; i.e., STORAGE MGR.

<u>Internal/System Flags</u>

After the STORAGE MGR signs off on the storage out record, the system changes the storage record status from "R" (Ready for approvals) to "A" (Approved). The system also changes the internal "item type flag" from "O" (Storage Out) to "R" (Storage Return) to indicate that a return is pending. This flag is accessible/searchable from the Database Search Criteria window and can be used to recall records pending return; refer to section 2.3.3.3, "Storage Return ▯ Approve", for more information.

<u>"Mark for Action" Flag</u>

The MARK FOR ACTION field on screen 4 allows the Storage Manager to flag items for quick retrieval during the shipping stage of the storage in/out/return process. To set the flag, enter "Y" in the MARK FOR ACTION field. Later, in the Shipping module, all flagged items can be recalled through the USE FLAGGED ITEMS? field.

> ☞ For more information about the MARK FOR ACTION and USE FLAGGED ITEMS fields, refer to section 2.4.1.1, "Shipping ▶ Request."

2.3.2.4 Storage Out ▶ View

(Security Level 5)

To view a storage out record, select "View" from the Storage Out menu. The system will display the Storage Out View window; it is identical to the four-screen Storage Out Entry Window depicted in section 2.3.2.1 above.

Recall the storage out record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

When the record is brought to your screen, the system will display a storage status message in the lower right corner of screen 1; e.g., "storage out awaiting approval," "storage out approved," etc.

> ☞ Users are **not** allowed to make changes from the Storage Out View window. If changes are attempted, the system will display the message: "This data is protected and cannot be edited."

2.3.2.5 Storage Out ▶ Modify (Post-Approval)

(Security Level 1)

To modify a storage out record after it has been approved, select "Modify (Post-Approval)" from the Storage Out menu. The system will display the Storage Out Post Approval window; it is identical to the four-screen Storage Out Entry Window depicted in section 2.3.2.1 above.

Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Make any desired changes, then press [F9] to save.

Deleting a Storage Out Record

After final approval, the Storage Manager can delete a storage out record from the Storage Out Post Approval window. Recall the record to your screen, then press [Alt-D] twice to delete the record. The system will "roll back" the record to the point before the storage out request was initiated; i.e., only those changes/additions made to the original storage request information will be deleted.

2.3.2.6 Storage Out ▶ Print
(Security Level 5)

To print a storage out request, select "Print" from the Storage Out menu. The system will display the Storage Out Print Request Form Entry window, which is identical to the Storage Request Form Print Entry window depicted in section 2.3.1.6 above.

Complete the window with the Record/SR number(s) of the record(s) you wish to print, either by entering the number(s) in the RECORD/SR NO field, or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

The system will print out the selected storage out record(s) at your local printer and return you to the Storage Out menu. **Please note:** If there is more data in any of the memo fields than can be printed on a single form, a second page will print. These fields include Item Description, Environmental Requirements, Packaging Requirements, Handling Requirements, and Additional Comments.

2.3.3   Storage Return Menu
(Security Level 4)

To create, edit, approve, view, modify (post-approval), or print a record requesting that an item be returned to storage, select "Storage Return" from the Storage menu. The system will display the Storage Return menu:

```
Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit
```

```
                        ┌──────────────┐
           Storage In   │              │
           Storage Out  │  Request     │
           Storage Return  Edit Request │
           Storage Renew │              │
           Storage Control  Approve     │
                        │              │
                        │  View        │
                        │  Modify (Post-Approval) │
                        │              │
                        │  Print       │
                        └──────────────┘
```

Storage Return Menu

Select the desired option from the menu. The system will display the appropriate data entry window, as described in the sections that follow.

2.3.3.1 Storage Return ▶ Request
(Security Level 4)

To request that an item be returned to storage, select "Request" from the Storage Return menu. The system will display the Storage Return Entry window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

Recalling an Existing Storage Record

Recall the storage record for the item you wish to return to storage, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

> ☞ To quickly recall all storage records related to a specific NASA/GSFC project, complete the search window's ORG CODE field with the applicable project/organization code. The system will return a popup of all storage records with that organization code value, from which you can select the desired record(s).

When the system brings the storage record to your screen, it will place the storage record information in the appropriate fields of the Storage Return Entry window. You may make any necessary changes to these fields. Then complete the rest of the Storage Return Entry window, including the PICKUP- and JOB ORDER-related fields on screen 4.

Completing a Storage Return Request Record

When you have finished entering all appropriate data in the Storage Return Entry window, you must "sign off" on the record by completing the INITIATOR line of the APPROVALS field on screen 4. You must enter your 4-character User ID in ALL CAPITALS. When done, save the record by pressing [F9].

> ☞ **Do not** sign off on your storage return request until you are sure you no longer wish to edit it. Once you sign off and save the storage return request, the system automatically changes the "storage flow" flag to "R" (Ready for approvals) and will prevent you from any further editing of the record. Until you sign off on the INITIATOR line, you may recall the record for editing, as described below in section 2.3.3.2, "Storage Return ▣ Edit Request."

☞ If an Approver attempts to recall the storage return record through the "Approve" option of the Storage Return menu **before** the Initiator has signed off and the "storage flow" flag has been changed to "R", the system will display the message "not ready for approval."

2.3.3.2 Storage Return ▶ Edit Request

(Security Level 4)

To edit a storage return request (prior to Initiator sign-off), select "Edit Request" from the Storage Return menu. The system will display the Storage Return Edit window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

Recall the storage return record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

☞ Once the "storage flow" flag has been changed to "R", the Initiator will be prevented from any further editing of the storage return request

Deleting a Storage Return Record

Prior to final approval, the Initiator can delete a storage return record from the Storage Return Edit window. Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Then press [Alt-D] twice to delete the record.

The system will "roll back" the record to the point before the storage return request was initiated; i.e., only those changes/additions made to the original storage request information will be deleted.

☞ Once the storage return request has received final approval, only a user with a Security Level of "1" can delete the record. Refer to section 2.3.3.5, "Storage Return ▢ Modify (Post-Approval)", for more information.

2.3.3.3 Storage Return ▶ Approve

(Security Level 3)

To approve (or disapprove) a storage return request, select "Approve" from the Storage Return menu. The system will display the Storage Return Approval window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

Recall the storage return record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section

> ☞ To quickly recall all storage return records that are ready for approval, complete the search window's ITEM TYPE FLAG field with the value "R". The system will return a popup of only those storage return ("R") records that are ready to be approved; i.e., with "R" in the "storage flow" flag.

Approving a Storage Return Record

After reviewing the storage return record and making any desired changes/edits, each Approver indicates his/her approval by "signing off" on the appropriate line of the APPROVALS field. The user must enter his/her 4-character User ID in ALL CAPITALS, then press [F9] to save the edited record.

> ☞ In the APPROVALS field, the INITIATOR, FLT ASSURANCE MGR, and PROPERTY CUSTODIAN lines have a "3" Security Level; the STORAGE MGR line requires a "1" Security Level

> ☞ The storage return request is not considered "Approved" until the final APPROVAL signature is completed; i.e., STORAGE MGR.

Internal/System Flags

After the STORAGE MGR signs off on the storage return record, the system changes the "storage flow" flag from "R" (Ready for approvals) to "Y" (Available for request). The system also changes the internal "item type flag" from "R" (Storage Return) to "S" (Storage In) to indicate that the item has returned to storage.

"Mark for Action" Flag

The MARK FOR ACTION field on screen 5 allows the Storage Manager to flag items for quick retrieval during the shipping stage of the storage in/out/return process. To set the flag, enter "Y" in the MARK FOR ACTION field. Later, in the Shipping module, all flagged items can be recalled through the USE FLAGGED ITEMS? field.

> ☞ For more information about the MARK FOR ACTION and USE FLAGGED ITEMS fields, refer to section 2.4.1.1, "Shipping ▶ Request."

2.3.3.4 Storage Return ▶ View
(Security Level 5)

To view a storage return record, select "View" from the Storage Return menu. The system will display the Storage Return View window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

Recall the storage return record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

When the record is brought to your screen, the system will display a storage status message in the lower right corner of screen 1; e.g., "storage return awaiting approval," "storage return approved," etc.

2.3.3.5 Storage Return ▶ Modify (Post-Approval)
(Security Level 1)

To modify a storage return record after it has been approved, select "Modify (Post-Approval)" from the Storage Return menu. The system will display the Storage Return Post Approval window; it is identical to the five-screen Storage Request Entry Window depicted in section 2.3.1.1 above.

Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Make any desired changes, then press [F9] to save.

Deleting a Storage Return Record

After final approval, the Storage Manager can delete a storage return record from the Storage Return Post Approval window. Recall the record to your screen, then press [Alt-D] twice to delete the record. The system will "roll back" the record to the point before the storage return request was initiated; i.e., only those changes/additions made to the original storage out information will be deleted.

2.3.3.6 Storage Return ▶ Print
Security Level 5)

To print a storage return request, select "Print" from the Storage Return menu. The system will display the Storage Return Print Request Form Entry window, which is identical to the Storage Request Form Print Entry window depicted in section 2.3.1.6 above.

Complete the window with the Record/SR number(s) of the record(s) you wish to print, either by entering the number(s) in the RECORD/SR NO field, or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

The system will print out the selected storage return record(s) at your local printer and return you to the Storage Return menu. **Please note:** If there is more data in any of the memo fields than can be printed on a single form, a second page will print. These fields include Item Description, Environmental Requirements, Justification for Storage, Packaging Requirements, Handling Requirements, and Additional Comments.

2.3.4   Storage Renew Menu
(Security Level 4)

To create, edit, approve, or print a record requesting that a storage request be renewed for a period of 1 year, select "Storage Renew" from the Storage menu. The system will display the Storage Renew menu:

```
Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                   ┌──────────────────────┐
                   │ Storage In      ▶  │
                   └──────────────────────┘
```

```
                          | Storage Out        ►  |
          Storage Return
          Storage Renew     Request
          Storage Control   Edit Request

                            Approve

                            Print                  ►
```

Storage Renew Menu

Select the desired option from the menu. The system will display the appropriate data entry window or submenu, as described in the sections that follow.

2.3.4.1 Storage Renew ► Request

(Security Level 4)

To request that a storage request be renewed, select "Request" from the Storage Renew menu. The system will display the Storage Renew Entry window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

> ☞ A printout of all storage requests due for renewal during a specified date range can be obtained through the "Print" option of the Storage Renew menu. Refer to section 2.3.4.4, "Storage Renew ▢ Print" for more information

Recalling an Existing Storage Record for Renewal

Recall the storage request record you wish to renew, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

> ☞ To quickly recall all storage records related to a specific NASA/GSFC project, complete the search window's ORG CODE field with the applicable project/organization code. The system will return a popup of all storage records with that organization code value, from which you can select the desired record(s).

When the system brings the storage record to your screen, it will place the storage request record information in the appropriate fields of the Storage Renew Entry window, **except** that the JUSTIFICATION, APPROVALS, and EST DATE OF REMOVAL field values will be cleared. You may make any necessary changes to the original field values. Then complete the JUSTIFICATION and EST DATE OF REMOVAL fields.

> ☞ The system moves the original JUSTIFICATION field information to a history field, which can be viewed through a special softkey. Refer to "Access Justification History Softkey" in section 2.3.4.3, "Storage Renew ▢ Approve" for more information.

Completing a Storage Renew Request Record

When you have finished entering all appropriate data in the Storage Renew Entry window, you must "sign off" on the record by completing the INITIATOR line of the APPROVALS field on screen 4. You must enter your 4-character User ID in ALL CAPITALS. When done, save the record by pressing [F9].

<table>
<tr>
<td>☞</td>
<td>Do not sign off on your storage renew request until you are sure you no longer wish to edit it. Once you sign off and save the storage renew request, the system automatically changes the "storage flow" flag to "R" (Ready for approvals) and will prevent you from any further editing of the record. Until you sign off on the INITIATOR line, you may recall the record for editing, as described in 2.3.4.2, "Storage Renew ▯ Edit Request."</td>
</tr>
</table>

<table>
<tr>
<td>☞</td>
<td>If an Approver attempts to recall the storage renew record through the "Approve" option of the Storage Renew menu before the Initiator has signed off and the "storage flow" flag has been changed to "R", the system will display the message "not ready for approval."</td>
</tr>
</table>

<u>Deleting a Storage Renew Record</u>

Prior to signing off, the Initiator can delete a storage renew record from the Storage Renew Entry window. Recall the record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." Then press [Alt-D] twice to delete the record.

The system will "roll back" the record to the point before the storage renew request was initiated; i.e., only those changes/additions made to the original storage request information will be deleted.

<table>
<tr>
<td>☞</td>
<td>Once the storage renew request has received final approval, only a user with a Security Level of "1" can delete the record.</td>
</tr>
</table>

<u>Internal/System Flags</u>

When a storage renew request is created, the system sets an internal "Renewal Flag" to "Y" to indicate that a renewal request is in process; this prevents other individuals from inadvertently requesting renewal for the same item. The system also sets a "Renewal Flow Flag" indicating the current stage of the renewal process and a "Status" flag indicating how many renewals have been requested. These flags are displayed on screen 1 of the Storage Control Entry window; refer to section 2.3.5, "Storage Control," for more information.

2.3.4.2 Storage Renew ▶ Edit Request
(Security Level 4)

To edit a storage renew request (prior to Initiator sign-off), select "Edit Request" from the Storage Renew menu. The system will display the Storage Renew Edit window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

Recall the storage renew record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

<table>
<tr>
<td>☞</td>
<td>Once the "storage flow" flag has been changed to "R", the Initiator will be prevented from any further editing of the storage renew request.</td>
</tr>
</table>

2.3.4.3 Storage Renew ▶ Approve
(Security Level 3)

To approve (or disapprove) a storage renew request, select "Approve" from the Storage Renew menu. The system

will display the Storage Renew Approval window; it is identical to the five-screen Storage Request Entry window depicted in section 2.3.1.1 above.

Recall the storage renew record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

☜	To quickly recall all storage renew records that are ready for approval, complete the search window's ITEM RENEWAL FLAG field with the value "Y". The system will return a popup of only those storage renew records that are ready to be approved; i.e., with "R" in the "renewal flow" flag.

Approving a Storage Renew Record

After reviewing the storage renew record and making any desired changes/edits, each Approver indicates his/her approval by "signing off" on the appropriate line of the APPROVALS field. The user must enter his/her 4-character User ID in ALL CAPITALS, then press [F9] to save the edited record.

☜	In the APPROVALS field, the INITIATOR, FLT ASSURANCE MGR, PROPERTY CUSTODIAN, BRANCH HEAD, and NEMS COORDINATOR lines have a "3" Security Level; the STORAGE MGR line requires a "1" Security Level.
	NOTE: On the first renewal, **all** Approvers must sign off on the request. On the second and subsequent renewals, all Approvers **except** the Branch Head must sign. For the second and subsequent renewals the Division Chief of the owning organization must sign.

☜	The storage renew request is not considered "Approved" until the final APPROVAL signature is completed; i.e., STORAGE MGR.

Internal/System Flags

After the Storage Manager signs off on the storage renew record, the system resets the renewal date by adding 365 days to the original date. The system also clears the "Renewal Flag" and "Renewal Flow Flag" that appear in the Storage Control Entry window to indicate that the renewal has been processed.

"Access Justification History" Softkey

A softkey has been programmed into the system to allow Approvers to view the previous justifications for a storage request. From any point in the Storage Renew Entry window, press [Shift-F7]. The system will display an Item Justification History View window:

```
[■]═══════════════════ Item Justification History View ═══════════════
 Archived Justifications:



```

2.3.4.4 Storage Renew ▶ Print

(Security Level 5)

To print a storage renew request, select "Print" from the Storage Renew menu. The system will display the Storage Renew Print menu:

```
          Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                          ┌─────────────────────────┐
                          │ Storage In         ▶    │
                          │ Storage Out        ▶    │
                 ┌────────┴───────┬─────────────────┘
                 │ Storage Return │
                 │ Storage Renew  │ Request
                 │ Storage Control│ Edit Request
                 └────────┬───────┴─────────────────┐
                          │        Approve           │
                 ┌────────┴───────────────┬──────────┴──────────┐
                 │ Print              ▶   │ Renewal Date Range   │
                 └────────────────────────┤ Specific Records     │
                                          └─────────────────────┘

                        Storage Renew Print Menu
```

Select the desired option from the menu. The system will display the appropriate data entry window, as described in the sections that follow.

Renewal Date Range

To print all storage requests up for renewal during a specific date range, select "Renewal Date Range" from the Storage Renew Print menu. The system will display the following window prompting you to enter the desired date range:

```
          ┌[■]═Print Renewal Forms - Range Entry ═══┐
          │                                         │
          │   FROM             TO                   │
          │                                         │
          │                                         │
          └─────────────────────────────────────────┘
```

                 Print Renewal Forms Range Entry Window

Complete the window with the desired date range, then press [F9]. The system will print out the selected storage record(s) at your local printer and return you to the Storage Renew Print menu.

Specific Records

To print one or more specific storage renew records, select "Specific Records" from the Storage Renew Print menu. The system will display the Storage Renew Print Request Form Entry window, which is identical to the Storage Request Print Form Entry window depicted in section 2.3.1.6 above.

Complete the window with the Record/SR number(s) of the record(s) you wish to print, either by entering the number(s) in the RECORD/SR NO field, or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

The system will print out the selected storage renew record(s) at your local printer and return you to the Storage

Renew Print menu.

Please note: If there is more data in any of the memo fields than can be printed on a single form, a second page will print. These fields include Item Description, Environmental Requirements, Justification for Storage, Packaging Requirements, Handling Requirements, and Additional Comments.
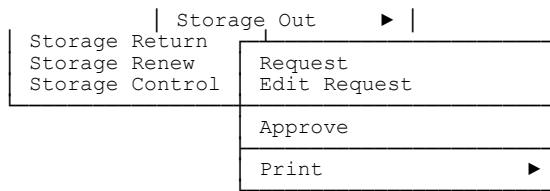
2.3.5   Storage Control
(Security Level 2)

The Storage Control option of the Storage menu lets the Warehouse Manager (and authorized users) directly access storage records at any stage of the process; e.g., to receive items into storage, verify or modify location assignments, change the status of a request, etc. To access the Storage Control option, select "Storage Control" from the Storage menu. The system will display the first of five screens of the Storage Control Entry window:

```
[■]
                         STORAGE CONTROL ENTRY SCREEN # 1

       RECORD/SR NO:                              DATE:
     Item Type Flag:              Storage Record Status:
  PARENT/CHILD:    PARENT RECORD NO:          CHILD RECORD NOS:

       INITIATOR ID:                        ORG CODE:
     INITIATOR NAME:                           PHONE:
 NAME OF OWNING ORG:

       PROJECT NAME:
  TECHNICAL MANAGER:                           PHONE:

  RESPONSIBLE INDIV:                           PHONE:

 PROPERTY CUSTODIAN:                           PHONE:
   DATE INVENTORIED:                        VALUE ($):
                ECN:          DOES THE ITEM REQUIRE TAGGING? (Y/N):

   OWNER CONTROL NO:                    Renewal Flag:      STATUS:
                                   Renewal Flow Flag:
      PHOTOS? (Y/N):               LAST RENEWAL DATE:
```

Storage Control Entry Window (Screen 1)

```
[■]────────────────────────────────────────────────────────────────────────┐↑
                       STORAGE CONTROL ENTRY SCREEN # 2
      ITEM NAME:
ITEM DESCRIPTION:


  MODEL NO:                                OTHER CONTROL NO:
   PART NO:                                OTHER CONTROL NO:
 SERIAL NO:                                OTHER CONTROL NO:
   MFGR ID:                                MFGR NAME:

             IS ITEM A CONTAINER, SYSTEM OR RACK? (Y/N):
                            IF SO, IS IT EMPTY? (Y/N):
             IS ITEM IN A CONTAINER, SYSTEM OR RACK? (Y/N):
                            IF SO, GIVE RECORD NO:
NUMBER OF PIECES TO BE STORED (STATE UNITS:
              METRIC [SF2] for other CRITICALITY:        HAZARD:
  ITEM LENGTH (m):                        CRITICALITY:        HAZARD:
        WIDTH (m):                        CRITICALITY:        HAZARD:
       HEIGHT (m):                        CRITICALITY:
       WEIGHT (kg):                       CRITICALITY:     CONDITION:
└────────────────────────────────────────────────────────────────────────┘↓
```

Storage Control Entry Window (Screen 2)

```
[■]────────────────────────────────────────────────────────────────────────┐↑
                       STORAGE CONTROL ENTRY SCREEN # 3
JUSTIFICATION FOR STORAGE:


ENVIRONMENTAL REQUIREMENTS:


SPEICAL PACKING REQUIREMENTS:


SPECIAL HANDLING REQUIREMENTS


ADDITIONAL COMMENTS

└────────────────────────────────────────────────────────────────────────┘↓
```

Storage Control Entry Window (Screen 3)

```
[■]────────────────────────────────────────────────────────────────┐
                        STORAGE CONTROL ENTRY SCREEN # 4
INSPECTION REQUIREMENTS:
              INTERVAL:                 LAST DATE INSPECTED:

LOCATION INFORMATION:
  SITE:                     BLDG:             IN STORAGE? (Y/N):
  ROOM:                     BIN:              EST. REMOVAL DATE:

AS-STORED DIMENSIONS  METRIC:    [SF2] for other:
          LENGTH (m):                 .00 ft
          WIDTH  (m):                 .00 ft
          HEIGHT (m)                  .00 ft

TRACKING INFORMATION
  LAST ACTION DATE:            STATUS:
  NEXT ACTION DATE:            STATUS:

MARK FOR ACTION? (Y/N):          SHIP FLAG (Y/N):
        DOCUMENT TYPE:                   DOCUMENT NO:
        EXCESS CASE NO:
```

Storage Control Entry Window (Screen 4)

```
[■]────────────────────────────────────────────────────────────────┐

   ┌──────────────────────────┬──────────────────────────────────┐
   │     ITEM HISTORY STACK    │  STORAGE CONTROL ENTRY SCREEN # 5 │
   └──────────────────────────┴──────────────────────────────────┘
DATE     STAT SITE    BLDG ROOM USER    DOCUMENT TYPE        DOC NO.
```

Storage Control Entry Window (Screen 5)

Recall the desired storage record, either by entering its number in the RECORD/SR NO field and pressing [Enter], or by pressing [F2] from the RECORD/SR NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

2.3.5.1 Assigning Bin Space

After receipt, the item to be stored needs to be assigned to a storage location on Screen 4 of the Storage Control window. Assignment to an appropriate location to the SITE, BLDG, ROOM, and BIN fields is done through direct data entry. The person assigning the space presses [F9] to save the record.

The system saves the record and updates the LOCATION file, the EQUIPMENT file, and the Activity Log file.

2.3.5.2 Receiving Items into Storage

Before an item can be considered "received" at the warehouse, the "Storage Record Status" flag must be changed to "Y" (Available for Request). This flag indicates that the item may once again be included in requests; e.g., for "Storage Out".

2.3.5.3 "Mark for Action" Flag

The MARK FOR ACTION field on screen 4 allows the Warehouse Manager to flag items for quick retrieval during the shipping stage of the storage in/out/return process. To set the flag, enter "Y" in the MARK FOR ACTION field. Later, in the Shipping module, all flagged items can be recalled through the USE FLAGGED ITEMS? field.

> ☞ For more information about the MARK FOR ACTION and USE FLAGGED ITEMS fields, refer to section, "Shipping ▶ Request."

2.3.5.4 Item History Stack

The fifth screen of the Storage Control Entry window, labelled "Item History Stack," displays a concise overview of the item's storage history. As certain storage transactions take place, the system automatically updates the Item History Stack by adding a new line, with the most recent transaction listed first. The data in the Item History Stack are protected and cannot be edited.

> ☞ The Item History Stack can also be accessed through the Inventory Control option of the Storage menu; refer to section 2.2 for more information about the Inventory Control module.

Item History Stack Triggers

In storage records, the following STATUS field values/codes trigger an update to the Item History Stack:

Storage Transaction Type	STATUS Field Value (Code)
Storage In	Storage request cancelled (SIC)
Storage In	Pickup ticket or 20-4 submitted (SIF)
Storage In	Delivered to Packing/Crating (SIH)
Storage In	Hand-carried to warehouse by customer (SII)
Storage In	Delivered to storage warehouse (SIL)
Storage In	Storage location assigned (SIN)
Storage In	Storage location change (SIO)
Storage In	Change in personnel within owning org. (SIP)
Storage Out	Storage out request cancelled (SOC)
Storage Out	Excess request submitted to code 235 (SOE)
Storage Out	Pickup ticket or 20-4 submitted (SOG)
Storage Out	Picked up by customer (SOH)
Storage Out	Delivered to customer/destination (SOI)
Storage Out	Update System (SOJ)
Temporary Removal	Storage out request cancelled (TRC)
Temporary Removal	Pickup ticket or 20-4 submitted (TRE)
Temporary Removal	Picked up by customer (TRF)
Temporary Removal	Delivered to customer/destination (TRG)
Temporary Removal	Permanent Removal - out over 60 days (TRI)
Storage Return	Return request cancelled (SRC)
Storage Return	Pickup ticket or 20-4 submitted (SRE)
Storage Return	Hand-carried to warehouse by customer (SRF)
Storage Return	Delivered to storage warehouse (SRH)
Storage Return	Storage location assigned (SRJ)
Renewals	Print/mail storage renewals to initiators (RVA)

Storage Transaction Type	STATUS Field Value (Code)
Renewals	Overdue renewal warnings to initiators (RVB)
Renewals	Approval by code 234 (RVD)
Transfers	Transfer request cancelled (TXB)
Transfers	Transfer approved (TXC)
Transfers	System updated with transfer information (TXD)
Shipping	Shipping document submitted (SHB)
Shipping	Pickup ticket submitted (SHC)
Shipping	Delivered to Packing/Crating (SHD)
Shipping	Hand-carried by cust to Packing/Crating (SHE)
Shipping	Shipped (SHF)
Shipping	Received from offsite (SHH)

2.3.5.5 "Access Storage Tracking" Softkey

A special softkey in this window lets you see a short version of the storage record with the date, status, storage dimensions, storage location, and next action and date. Press [Shift-F4] to invoke the softkey, and the system will display the Storage Tracking window:

```
[■]════════════ STORAGE TRACKING ═══════════

 RECORD/SR NO:
 DATE:
 STATUS:
 STORAGE DIMENSIONS:
 LENGTH:                        ft
 WIDTH:                         ft
 HEIGHT:                        ft
 WEIGHT:                        lb

 STORAGE LOCATION:
 NAME:

 NEXT ACTION:
 ACTION DATE:
```

Storage Tracking Window

2.3.5.6 "Access Justification History" Softkey

A softkey has been programmed into the system to allow you to view the previous justifications for a storage request. From any point in the Storage Control Entry window, press [Shift-F7]. The system will display an Item Justification History View window:
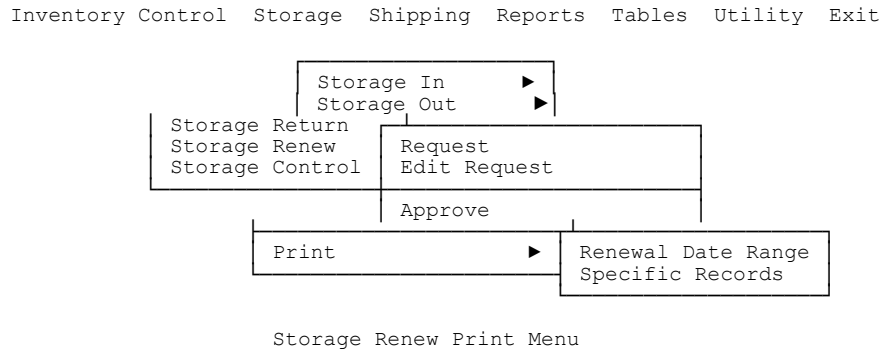
```
[■]══════════════ Item Justification History View ═══════════
 │ Archived Justifications:                                   │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 │                                                            │
 └════════════════════════════════════════════════════════════┘
```
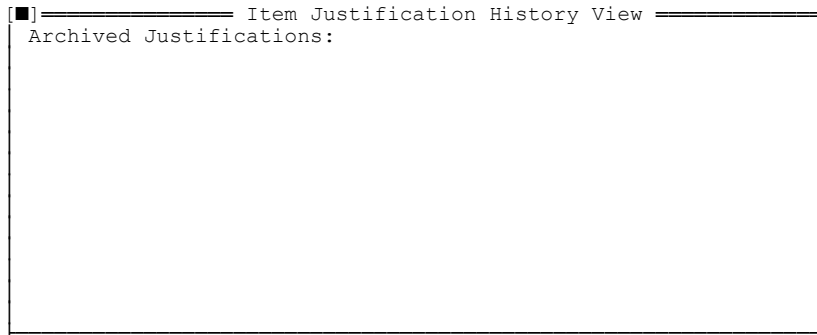
Item Justification History View Window

2.3.6 Lookup Tables

Fields in these windows with user-defined lookup tables are:

Field	Lookup Table
INITIATOR ID	Personnel
ORG CODE	Organization
TECHNICAL MANAGER	Personnel
RESPONSIBLE INDIV	Personnel
PROPERTY CUSTODIAN	Personnel
MFGR ID	Manufacturer
ITEM QUANTITY	Unit
CRITICALITY	Criticality
HAZARD	Hazard
CONDITION	Condition
SITE	Site
BLDG	Main Location
BIN	Main Location
STATUS	Status
DOCUMENT_TYPE	Document Type
ORG	Organization

2.3.7 Softkeys

The following softkeys are available in these windows:

<u>Storage In/Out/Return</u>

```
[■]──────────────────────────────────────────────────────────────
│                                                                 │
│                    Custom Application Softkeys                   │
│                                                                 │
│   │ Key  │ Function                                             │
│   ┼──────┼─────────────────────────────────────────────────────│
│  1│>SFF2 │ Process Routine                                      │
│  2│ SF3  │ Activate/Deactivate Dupcheck                         │
└─────────────────────────────────────────────────────────────────
```

          Storage Request/Out/Return Entry Softkeys Popup

<u>Storage Renew</u>

```
[■]──────────────────────────────────────────────────────────────
│                                                                 │
│                    Custom Application Softkeys                   │
│                                                                 │
│   │ Key  │ Function                                             │
│   ┼──────┼─────────────────────────────────────────────────────│
│  1│>SFF2 │ Process Routine                                      │
│  2│ SF3  │ Activate/Deactivate Dupcheck                         │
│  3│ SF6  │ Access Data Updated - Window                         │
│  4│ SF7  │ Access Justification History                         │
└─────────────────────────────────────────────────────────────────
```

              Storage Renew Entry Softkeys Popup

<u>Storage Control</u>

```
[■]──────────────────────────────────────────────────────────────
│                                                                 │
│                    Custom Application Softkeys                   │
│                                                                 │
│   │ Key  │ Function                                             │
│   ┼──────┼─────────────────────────────────────────────────────│
│  1│>SF2  │ Process Routine                                      │
│  2│ SF3  │ Activate/Deactivate Dupcheck                         │
│  3│ SF4  │ Access Storage Tracking                              │
│  4│ SF5  │ Find Bin Space for Item                              │
│  3│ SF6  │ Access Data Updated - Window                         │
│  4│ SF7  │ Access Justification History                         │
└─────────────────────────────────────────────────────────────────
```

               Storage Control Entry Softkeys Popup

2.4   SHIPPING MODULE

The function of the Shipping module is to manage the shipping process for both Inventory and Storage items, as well as to generate the invoice/shipping documents that accompany this process. After printing, shipping requests are stored by the system in a historical/archival file, but may be recalled for use as the basis of a new shipping request.

2.4.1   Shipping Menu

(Security Level 4)

To access the Shipping module, select "Shipping" from the SIMS main menu. The system will display the Shipping menu:

```
        Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                                    ┌─────────┐
                                    │ Request │
                                    │ Edit    │
                                    │ View    │
                                    │ Print   │
                                    └─────────┘

                                Shipping Menu
```

Select the desired option from the menu. The system will display the appropriate data entry window, as illustrated and explained in the sections that follow.

2.4.1.1 Shipping ▶ Request

To create a new shipping request "from scratch", or to copy a completed/archived shipping record as the basis for a new request, select "Request" from the Shipping menu. The system will display the first of seven screens of the Shipping Entry window:

```
[■]══════════════════════════════════════════════════════════════════════╗
                          SHIPPING ENTRY SCREEN # 1

  DATE:                                          DOC NO:

  SHIP FROM:  COMPANY/STATE:
              STREET ADDRESS:
              CITY, STATE, ZIP;

  SHIP TO:    SITE:
              STREET ADDRESS:
              CITY, STATE, ZIP:
              ROOM NO:
              RESPONSIBLE PARTY:                 PHONE:

  COST DATA:  SHIP COLLECT (Y/N):
              SHIP PREPAID (Y/N):
              JOB ORDER NO:                      FUNDING YR:

  ORIGINATOR NAME:                               ORG:
            PHONE:

╚═══════════════════════════════════════════════════════════════════════╝

                     Shipping Entry Window (Screen 1)
```

```
┌[■]══════════════════════════════════════════════════════════════════┐↑
│                    SHIPPING ENTRY SCREEN # 2                         │▓
│                                                                     │▓
│PICKUP LOCATION: COMPANY/SITE                                        │▓
│                 STREET ADDRESS:                                     │█
│                 CITY, STATE, ZIP:                                   │▓
│                 PICKUP CONTACT NAME:                                │▓
│                 PICKUP CONTACT PHONE:                               │▓
│                                                                     │▓
│EST. SHIPMENT WEIGHT:                    (GIVE UNITS)                │▓
│                                                                     │▓
│EST. SHIPMENT SIZE:                      (GIVE UNITS)                │▓
│                                                                     │▓
│DATE DUE AT DESTINATION:                                            │▓
│                                                                     │▓
│ARE THERE NEMS-TAGGED ITEMS? (Y.N):               HOW MANY?         │▓
│                                                                     │▓
│IS THE SHIPMENT TO/FOR A CONTRACTOR? (Y/N):                         │▓
│                                                                     │▓
│         CONTRACTING OFFICER'S NAME:                                │▓
└══════════════════════════════════════════════════════════════════┘↓
```

Shipping Entry Window (Screen 2)

```
┌[■]══════════════════════════════════════════════════════════════════┐↑
│                    SHIPPING ENTRY SCREEN # 3                         │▓
│SHIPPING REQUIREMENT:                                                │▓
│                                                                     │▓
│    IS ANY ITEM HAZARDOUS? (Y/N):                                   │▓
│    HAND CARRY? (Y/N):                    BY WHOM:                   │▓
│                                                                     │▓
│    SPECIAL PACKING REQUIREMENTS:                                   │█
│                                                                     │▓
│                                                                     │▓
│    SPECIAL HANDLING REQUIREMENTS:                                  │▓
│                                                                     │▓
│                                                                     │▓
│    SPECIAL SHIPPING REQUIREMENTS:                                  │▓
│                                                                     │▓
│                                                                     │▓
│    ADDITIONAL COMMENTS:                                            │▓
│                                                                     │▓
└══════════════════════════════════════════════════════════════════┘↓
```

Shipping Entry Window (Screen 3)

```
┌─────────────────────────────────────────────────────────┐
[■]═══════════════════════════════════════════════════════
                 SHIPPING ENTRY SCREEN # 4

MATERIAL IS TO BE SHIPPED AS:              SELECT ONE NUMBER:
        1.    RETURN UNDER WARRANTY
        2.    REPAIR UNDER P.O. CONTRACT
        3.    LOANED. WHAT IS LOAN PERIOD?
        4.    GFP
        5.    CONTRACTOR-AZQUIRED
        6.    CONTRACTOR-OWNED
        7.    OTHER (SPECIFY)
        8.    TRANSFER.  SEE BELOW:
              a. LOSING CONTRACT NUMBER:
                 LOSING CONTRACTING OFFICER:
              b. GAINING CONTRACT NUMBER:
                 GAINING CONTRACTING OFFICER:
        9.    FUNDING ONLY
AUTHORTY FOR SHIPMENT:                     SELECT ONE NUMBER:
        1.    P.O./CONTRACT NO.
        2.    PROJECT NAME
        3.    LETTER OF AGREEMENT (DESCRIBE)
        4.    OTHER (DESCRIBE)
```

Shipping Entry Window (Screen 4)

```
[■]═══════════════════════════════════════════════════════
                 SHIPPING ENTRY SCREEN # 5

APPROVALS:

        1.    NAME #1
              (CONTRACT OFFICER FOR CONTRACT SHIPMENT, OR OTHER)

        2.    NAME #2
              (PROPERTY CUSTODIAN FOR NEMS SHIPMENTS, OR OTHERS)

        3.    FLIGHT ASSURANCE MGR FOR FLIGHT EQUIPMENT

        4.    OTHERS

        5.    DIVISION CHIEF OR DESIGNEE
```

Shipping Entry Window (Screen 5)

```
[■]
                          SHIPPING ENTRY SCREEN # 6
DETAILED CONTENTS OF SHIPMENT                  USE FLAGGED ITEMS (Y/N):
INENTORY ITEMS
ITEM NAME/DESCRIPTION                 NASA NUMBER UNIT   QTY   TOTAL COST




MANUALLY ENTERED ITEMS
ITEM NAME/DESCRIPTION                 NASA NUMBER UNIT   QTY   TOTAL COST



```

Shipping Entry Window (Screen 6)

```
[■]
                        SHIPPING ENTRY SCREEN # 7
TRACKING INFORMATION

   SHIPPED DATE:              MODE:

   CARRIER NAME:              GLB NUMBER:

   PACKED BY:                 CHECKED BY:

   CONTAINER RECORDS:
                    ─────────── METRIC ──── [SF2] for other ───────────
   NO.      TYPE    WEIGHT kg LENGTH m   WIDTH m  HEIGHT m      CUBE m



```

Shipping Entry Window (Screen 7)

Creating a New Shipping Record

To create a new shipping record "from scratch", press [Enter] from the DOC NO field to accept the system default document number. Complete the remaining relevant fields in the window, then press [F9] to save the record.

Copying an Archived Shipping Record

You can use an archived shipping record as the basis for a new shipping request. This is a useful feature when shipping the same item(s) again to the same destination, as is often the case in repeated storage in/out/return transactions.

Recall the archived shipping record, either by entering its number in the DOC NO field and pressing [Enter], or by pressing [F2] from the DOC NO field and completing the search window as described in section 2.1.2.2, "Search

Window Softkey." The system will bring the archived record to your screen, with all original data intact **except** that the system will:

- ► Assign a new DOC NO
- ► Supply today's DATE
- ► Clear the APPROVALS fields
- ► Clear the SHIPPED DATE field.

Make any other necessary changes to the archival data to complete the new shipping request, then press [F9] to save the record.

Shipment Contents/USE FLAGGED ITEMS Field

List the detailed contents of the shipment on screen 5 of the Shipping Entry window. Under the "Inventory Items" heading, you may select the items you wish to include from the SIMS EQUIPMENT file, which includes both Inventory-only and Storage items. From the ITEM NAME/DESCRIPTION column, press [F2], and the system will display either a popup of items or a search window, as follows:

- ► **If the USE FLAGGED ITEMS (Y/N) field is "Y"**, only those items that have been flagged with a "Y" value in the MARK FOR ACTION field of the storage request record will be displayed in a popup. Select the desired item(s) from this popup by highlighting each in turn and pressing [Enter], then press [F9] to return your selections to the ITEM NAME/DESCRIPTION field.

- ► **If the USE FLAGGED ITEMS (Y/N) field is "N"**, the system will display the Database Search Criteria window. Complete the window as described in section 2.1.2.2, "Search Window Softkey," to search for the items to be shipped. If there is more than one match, the system will display them in a popup from which you may select the desired item(s) by highlighting each in turn and pressing [Enter], then pressing [F9] to return your selections to the ITEM NAME/DESCRIPTION field.

Under the "Manually Entered Items" heading, you may enter any other non-SIMS items to be shipped.

Internal/System Flags

When an Inventory item is selected for shipment in the ITEM NAME/DESCRIPTION field, the system sets the SHIP FLAG to "Y" on screen 4 of the Storage Control Entry Window. This flag prevents the same item from inadvertently being selected for two shipments at the same time.

After you press [F9] to save a Shipping record, the system will check the SHIP FLAG field for each item you included in the ITEM NAME/DESCRIPTION field. If any item you selected is already included in another shipment (i.e., its SHIP FLAG = "Y"), the system will stop the "Save" process and display a message informing you of the name/description of the item already in use. After correcting the problem item, you must resave the record by pressing [F9].

2.4.1.2 Shipping ► Edit

To edit a shipping request, select "Edit" from the Shipping menu. The system will display the first of seven screens of the Shipping Edit window, which is identical to the Shipping Entry window depicted in section 2.4.1.1 above. Recall the shipping record, either by entering its number in the DOC NO field and pressing [Enter], or by pressing [F2] from the DOC NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey." You may also press [Shift-F2] to see and choose from a popup of all active shipping records.
Completing a Shipping Record

After printing, a shipping record is not considered "completed" until you recall the record through the "Shipping ⌑ Edit" option, manually enter the SHIPPED DATE field on screen 7 of the Shipping Edit window, and save the record by pressing [F9]. The system will then reset (clear) the MARK FOR ACTION and SHIP FLAG fields for each item included in the shipment. The system also changes the shipping record's status to "Printed" and moves the completed record to the history/archival file.

> ☞ Archived (completed) shipping records may be recalled through the "Request", "View", and "Print" options of the Shipping module. Refer to the appropriate option heading in this section for more information.

2.4.1.3 Shipping ▶ View

To view a shipping request without making changes, select "View" from the Shipping menu. The system will display the first of seven screens of the Shipping View window, which is identical to the Shipping Entry window depicted in section 2.4.1.1 above.

Recall the shipping record, either by entering its number in the DOC NO field and pressing [Enter], or by pressing [F2] from the DOC NO field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

> ☞ Archived (completed) shipping records may also be viewed through this option.

2.4.1.4 Shipping ▶ Print

To print a shipping request, select "Print" from the Shipping menu. The system will display the Print Shipping Document window:

```
[■]════════════════════PRINT SHIPPING DOCUMENT════════════════════

    DOCUMENT NO.  DATE  SHIP FROM            SHIP TO




```

Shipping Document Window

Complete the window with the Document Number(s) of the record(s) you wish to print, either by entering the number(s) in the DOCUMENT NO. field, or by pressing [F2] from the DOCUMENT NO. field and completing the search window as described in section 2.1.2.2, "Search Window Softkey."

The system will print out the selected shipping document(s) at your local printer and return you to the Shipping menu.

☞   Archived (completed) shipping records may also be pringed through this option.

2.4.2   Lookup Tables

Fields in this window with user-defined lookup tables are:

Field	Lookup Table
SHIP FROM: COMPANY/SITE	Main Location
SHIP TO: SITE	Main Location
RESPONSIBLE PARTY	Personnel
ORIGINATOR: NAME	Personnel
ORG	Organization
PICKUP LOCATION: COMPANY/SITE	Main Location

2.4.3   Softkeys

The following softkeys are available in this window:

```
[■]─────────────────────────────────────────
            Custom Application Softkeys

     │ Key  │ Function
─────┼──────┼─────────────────────────────────
 1>SF2     │ Process Routine
```

Shipping Entry Softkeys Popup

2.5   TABLES

The Tables module lets you maintain the user-defined lookup tables that supply data to many fields in your database. The coded values in lookup tables can be selected from a popup, or the codes can be entered directly. Lookup tables make building and using your database easier by:

► speeding data entry
► preventing data entry errors
► streamlining retrieval and report generation.

☞   Lookup tables should be built before accessing other windows. If they are not, users will be prevented from entering data in fields that access the tables.

The Tables module also gives you access to the Activity Log file, in which the system stores a record summarizing each significant storage record action.

2.5.1   Tables Menu
(Security Level 2)

To access the tables, select "Tables" from the SIMS main menu. The system will display the History and Tables Menu:

```
Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                                          ┌──────────────────┐
                                          │ Activity Log     │
                                          │ Lookup           │
                                          │ ▯               │
                                          └──────────────────┘
```

History and Tables Menu

Select the desired option from the menu. The system will display the appropriate menu or data entry window, as described in the sections that follow.

2.5.1.1 Activity Log
(Security Level 5)

Each time the STATUS field shows that certain storage-related activities have taken place, the system adds a corresponding record to the Activity Log file. The information in this file is used to generate the "Monthly Storage Operations Report," which is accessible through the Reports menu (see Chapter 3: Reports).

To access the Activity Log, select "Activity Log" from the Tables menu. The system will display the Activity Log View window:

```
┌[■]══════════════════ Activity_Log View ══════════════════┐
│                                                          │
│        Log Key: ▒▒▒▒▒▒▒▒▒                                │
│           Date:                                          │
│                                                          │
│         Action:                                          │
│  Activity Type:                                          │
│         SR No:                                           │
│      Requestor:                                          │
│                                                          │
│           Site:                                          │
│       Building:                                          │
│                                                          │
│   Removal Type:           1 - temporary   2 - permanent  │
│                           3 - excess/scrap               │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

Activity Log View Window

Recall the activity log record you wish to view, either by entering its number in the LOG KEY field and pressing [Enter], or by pressing [F2] from the LOG KEY field and selecting the desired record from the Activity Log Popup.

┌─────────┬──┐
│ ☞   │ Users are **not** allowed to make changes from the Activity Log View window. If changes are │
│   │ attempted, the system will display the message: "This data is protected and cannot be edited." │
└─────────┴──┘

Activity Log Triggers

The following STATUS field values/codes trigger an update to the Activity Log:

┌────────────────────────────────────┬───┐
│   │   │
└────────────────────────────────────┴───┘

Storage Transaction Type	STATUS Field Value (Code)
Storage In	Hand-carried to warehouse by customer (SII)
Storage In	Delivered to storage warehouse (SIL)
Storage In	Storage location assigned (SIN)
Administrative	Storage location change (SIO)
Administrative	Change in personnel within owning org (SIP)
Storage Out	Picked up by customer (SOH)
Storage Out	Delivered to customer/destination (SOI)
Storage Out	Delivered to excess (SOJ)
Temporary Removal	Picked up by customer (TRF)
Temporary Removal	Delivered to customer/destination (TRG)
Storage Out	Permanent removal - out over 60 days (TRI)
Storage In	Storage location assigned (SRJ)
Administrative	Verification and approval 234 (RVD)
Administrative	System updated with transfer information (TXD)

2.5.1.2 Lookup Tables Menu

(Security Level 1)

To access the lookup tables, select "Lookup Tables" from the Tables menu. The system will display the Lookup Tables Menu:

```
        Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                                                    ┌──────────────────────┐
                              ┌─────────────────────┤ Activity Log         │
                              │ Condition           │ Lookup            ►  │
                              │ Criticality         └──────────────────────┘
                              │ Document Type       │
                              │ Environment         │
                              │ Hazard              │
                              │ Location            │
                              │ Location Type       │
                              │ Main Location       │
                              │ Main Location Type  │
                              │ Manufacturer        │
                              │ Material            │
                              │ Organization        │
                              │ Personnel           │
                              │ Site                │
                              │ Status              │
                              │ Unit                │
                              │ Unit of Measure     │
                              └─────────────────────┘
```
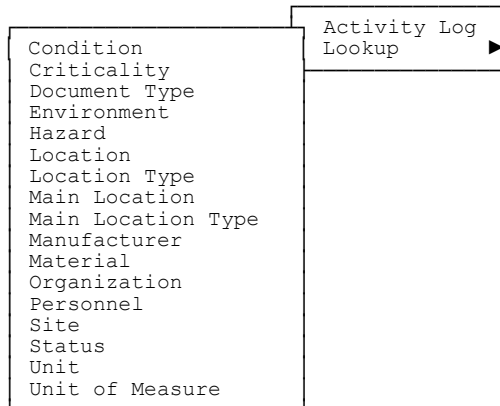
Lookup Tables Menu

Select the desired table from the menu. The system will display the appropriate data entry window, as described in section 2.5.1.4 below.

2.5.1.3   Using Lookup Tables

The standard format for lookup table windows is shown below:

```
┌[■]─────────────── Location Type Entry ───────────────────┐
│                                                          │
│              Code: ░░░░░░░░░░                            │
│                                                          │
│       Description:                                       │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

Typical Lookup Table Entry Window

Atypical windows are depicted in section 2.5.1.4 below.

Code Formats

Codes may be defined in several formats:

   ► Alphabetic (example: ACD)
   ► Numeric (example: 0888)
   ► Alphanumeric (example: F1)

Each code defined must be unique in the table in question. The length of the entry line in the "Code" field of the lookup table shows how long a code can be.

It is a good idea to make codes mnemonic or otherwise meaningful. For example, in a "Vendor" table, you could use the acronym or abbreviation of each company name you wish to include. Such memory aids are preferable to random numeric codes because they make data entry and retrieval easier.

Displaying a Lookup Table Popup

If you would like to see a popup of all current values in a lookup table, press [F2] from the "Code" field of the table entry window. The system will display the popup, just as it would appear when called up from the data entry window field with which it is associated.

Calling Up a Code for Editing

Use either of these methods to call up an existing lookup table code for editing:

►Enter the code of the item you wish to edit in the "Code" field and press [Enter].

  or

►Press [F2] to call up the popup. Then highlight the code you wish to edit and press [Enter].

The system will bring the record to your screen for editing.

2.5.1.4 Lookup Table Windows

The user-defined lookup tables are described below in alphabetical order. Tables with atypical entry windows are depicted. Also listed are the data entry field and window with which each table is associated.

Condition contains condition codes and descriptions. It is used in:

Field	Window
CONDITION	Inventory Entry; Storage Entry (all)

Criticality contains criticality codes and descriptions. It is used in:

Field	Window
CRITICALITY	Inventory Entry; Storage Entry (all)

Document Type contains document type codes, descriptions, and related information. It is used in:

Field	Window
DOCUMENT TYPE	Inventory Entry; Storage Entry (all)

```
[■]───────────── Document Type Table Entry ──────────────
         Code:
   Description:

       Comment:
        Active:
```

Document Type Entry Window

Environment contains environment codes and descriptions. It is used in:

    Field   Window

    Environment   Location Table Entry Window

Hazard contains hazard codes and descriptions. It is used in:

    Field   Window

    HAZARD   Inventory Entry; Storage Entry (all)

Location contains location/bin codes, descriptive information, environment codes, and size information. Each Location table record also contains a complete current listing of the items stored in that location. As items are moved in and out of a location, the system automatically augments or decrements the Volume and Item Count fields. It is used in:

    Field   Window

    BIN   Inventory Entry; Storage Entry (all)

```
[■]════════════ Location Table Entry (LOCATION.100) ═══════════
                                                     Pg. 1 of 2
    Location:                    Loc Type:
 Description:
    Material:                    SR No:
    Site:           Main Loc:              Room:
        ┌────────Code──Description────────────────────────┐
        │Environment                                       │
        │    Codes                                         │
        │                                                  │
        └──────────────────────────────────────────────────┘
      ┌──────── Conversion ──────┐   ┌─────────────────────────┐
      │ Length (m):              │   │       Volume (cu m):    │
      │  Width (m):              │   │          Slack (%):     │
      │ Height (m):              │   │ Effective Volume (cu m):│
      │                          │   │ Remaining Volume (cu m):│
      │Weight (m):               │   │        Item Count:      │
      └──────────────────────────┘   └─────────────────────────┘
                         Image:
```

Location Table Entry Window (Page 1)
```
```

```
[■]─────────── Location Table Entry (LOCATION.100) ───────────┐
│                                                   Pg. 2 of 2 ↑│
│  ┌─Storage List────────────────────────────────────────────┐ │
│  │ Source                    Key        Volume (cu m)       │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  │                                                          │ ▓│
│  └──────────────────────────────────────────────────────────┘ ▓│
│                                                              ↓│
└──────────────────────────────────────────────────────────────┘
```

Location Table Entry Window (Page 2)

Main Location contains main location/building codes, descriptions, location addresses, and phone information. It is used in:

Field	Window
BLDG	Inventory Entry; Storage Entry (all)
SHIP FROM	Shipping Entry
SHIP TO	Shipping Entry
PICKUP LOCATION	Shipping Entry

```
[■]─────────── Main Location Table Entry ───────────┐
│          Code: ▓▓▓▓▓▓▓▓▓▓                          │
│ Description:                                       │
│                                                    │
│                                                    │
│ Address1                                           │
│ Address2                                           │
│                                                    │
│   City:                     ST:     Zip:           │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
└────────────────────────────────────────────────────┘
```

Main Location Entry Window

Main Location Type contains location type codes and descriptions. It is used in:

Field	Window
Loc Type	Main Location Table Entry

Manufacturer contains manufacturer codes, descriptions, addresses, and telephone information. It is used in:

Field	Window
MFGR ID	Inventory Entry; Storage Entry (all)

```
[■]─────────────── Manufacturer Table Entry ───────────────┐
```

```
             Code: ░░░░░░░░░

         Name:
    Address1:
    Address2:

        City:                    ST:     Zip:


       Phone:                    Fax:
```

Material contains material codes and descriptions. It is used in:

Field	Window
Material	Location Table Entry

Organization contains organization codes and descriptions, along with the name of the relevant Property Custodian. It is used in:

Field	Window
ORG CODE	Inventory Entry; Storage Entry (all)
ORG	Shipping Entry

```
[■]———————————— Organization Table Entry ——————————
          Code: ░░░░░░░░░░░
   Description:

    Property Custodian:
    Division Chief:

    Attention:
```

Personnel contains personnel codes, security levels, names, titles, organizations, telephone numbers, and site/location information. It is used in:

Field	Window
INITIATOR ID	Inventory Entry; Storage Entry (all)
TECHNICAL MANAGER	Inventory Entry; Storage Entry (all)
RESPONSIBLE INDIV	Inventory Entry; Storage Entry (all)
PROPERTY CUSTODIAN	Inventory Entry; Storage Entry (all)
RESPONSIBLE PARTY	Shipping Entry
ORIGINATOR	Shipping Entry

```
[■]———————————— Personnel Table Entry ——————————
     Code:░░░░░░░░░      Security Level:
```

```
                        Last, First Name
                Title:

                        Code    Description

        Organization:

            ┌─────────────────────────────────────────┐
            │  Phone:                    Ext:          │
            │    Fax:                                  │
            └─────────────────────────────────────────┘
                    Code        Description
                Site:
        Main Location:
```

Personnel Table Entry Window

Site contains site codes and descriptions. It is used in:

Field	Window
SITE	Inventory Entry; Storage Entry (all)

Status contains status codes and descriptions. Certain status field codes also serve as "triggers" for updating the Item History Stack and Activity Log. It is used in:

Field	Window
STATUS	Inventory Entry; Storage Entry (all)

Unit contains unit of measure codes, descriptions, measurement system designations, unit dimensions, and conversion formulae. It is used in:

Field	Window
ITEM LENGTH	Inventory Entry; Storage Entry (all)
ITEM WIDTH	Inventory Entry; Storage Entry (all)
ITEM HEIGHT	Inventory Entry; Storage Entry (all)
ITEM WEIGHT	Inventory Entry; Storage Entry (all)

```
[■]─────────────────── UNIT Table Entry ───────────┐
          Code: ░░░░░░░░░░░
   Description:
        System:
      Unit Dim:
   Conv Factor:
     Conv Unit:          ┌─────────────────────────┐
                         │ i.e.  Code * CF = CU     │
                         │        M * 3.28 = 3.28 FT│
                         └─────────────────────────┘
```

Unit Table Entry Window

Unit of Measure contains unit codes and descriptions. It is used in:

Field	Window

ITEM QUANTITY   Inventory Entry; Storage Entry (all)

CHAPTER 3: REPORTS

3.0   OVERVIEW

This chapter covers two methods of generating reports from the NASA/GSFC Storage Information Management System:

> ► Using the Reports module to produce a variety of predefined reports;

> ► Designing your own custom reports with Advanced Revelation's report writer utility, "EasyWriter."

3.1   REPORTS MODULE

The Reports module includes several preprogrammed reports to assist you with all aspects of the NASA/GSFC system. You can also generate a report for each of the system lookup tables.

To access the Reports module, select "Reports" from the SIMS main menu. The system will display the Reports Menu:

```
         Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                                  ┌─────────────────────┐
                                  │ Inv Ctrl            │
                                  │ Tables              │
                                  │ ▣                   │
                                  │ EZ-Writer           │
                                  │ ▣                   │
                                  │ Printer Selection   │
                                  └─────────────────────┘


                                   Reports Menu
```

The sections that follow describe how to generate the inventory control reports and lookup table reports, as well as how to select printers.

```
          ☞   For more information about the "EZ-Writer" option, refer to section 3.2, "EasyWriter Module,"
              later in this chapter.
```

3.1.1　Inventory Control Reports

To access the inventory control reports, select "Inv Ctrl" from the Reports menu. The system will display the Inventory Control Reports menu:

```
        Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

        ┌─────────────────────────────────┬──────────────────────────┐
        │ Master File by Req. No.         │ Inv Ctrl            ▶    │
        │ Master File by Org              │ Tables              ▶    │
        │ Active Exhibits                 │ EZ-Writer                │
        │ Resuable Containers             │ Printer Selectin         │
        │ Renewals                        │                          │
        │         ┌──────────────────────────────────────────────┐  │
        │         │ Renewals by Branch                           │  │
        │         │ Monthly Sto Opr Rpt                          │  │
        │         │ Space Utilization Rpt                        │  │
        │         │ Random Inventory                             │  │
        │         │ Storage Inventory Rpt                        │  │
        │         │ Physical Inventory Rpt                       │  │
        │         │ Site Inventory                               │  │
        │         │ Payment for Storage (Sq Ft)                  │  │
        │         │ Payment for Storage (CuFt)                   │  │
        │         │ Temporary Removals                           │  │
        │         │ MasterFile for an Individual Org             │  │
        └─────────┴──────────────────────────────────────────────┘──┘

                     Inventory Control Reports Menu
```

Select the desired inventory control report from the Inventory Control Reports menu. The system will display the Select Output Device popup:

```
                    [■]───────────────────────────
                    ║    Select Output Device    ║
                    ║────────────────────────────║
                    ║  1>Printer                 ║
                    ║  2│terminal Screen         ║
                    ───────────────────────────────

                      Select Output Device Popup
```

Select the desired output device by highlighting it and pressing [Enter]. The system will generate the report and either display it on your screen or send it to your local/default printer, as appropriate, then return you to the Inventory Control Reports menu.

> Before sending your report(s) to the printer, you should first select your default printer. The printer selection process also ensures that the appropriate printer fonts are used in output. Refer to section 3.1.3, "Printer Selection", for more information.

3.1.2　Lookup Table Reports

To access the lookup table reports, select "Tables" from the Reports menu. The system will display the Table Reports menu:

```
Inventory Control  Storage  Shipping  Reports  Tables  Utility  Exit

                              ┌────────────────────────────┐
                              │ Inv Ctrl               ▶   │
            ┌─────────────────│ Tables                 ▶   │
            │ Condition       │ EZ-Writer                  │
            │ Criticality     │ Printer Selection          │
            │ Document Type   └────────────────────────────┘
            │ Environmental                                │
            │          Hazard                              │
            │          Location                            │
            │          Location Tpe                        │
            │          Main Location                       │
            │          Main Location Type                  │
            │          Manufacturer                        │
            │          Material                            │
            │          Organization                        │
            │          Personnel                           │
            │          Site                                │
            │          Status                              │
            │          Unit                                │
            │          Unit of Measure                     │
            └──────────────────────────────────────────────┘

                        Table Reports Menu
```

Select the desired lookup table report from the Table Reports menu. The system will generate the report and display it on your screen. After viewing your report, you have two options:

► <u>To return to the Table Reports menu</u>, press [Esc].

► <u>To print the report at your local printer</u>, press [Alt-P].

3.1.3   Printer Selection

To change your default printer, select "Printer Selection" from the Reports menu. The system will display a popup of all available printers. Select the desired printer by highlighting it and pressing [Enter].

3.2   EASYWRITER MODULE

The EasyWriter module lets you design custom reports whenever you need them. EasyWriter, Advanced Revelation's report writing feature, works by displaying a series of popups and windows that guide you through the process of creating a report.

This section takes a look at creating an elementary EasyWriter report. Our sample report will list all storage records up for renewal during a specific date range.

☞   For further details about EasyWriter, press [F1] for context help at any time.

3.2.1   EasyWriter Main Menu
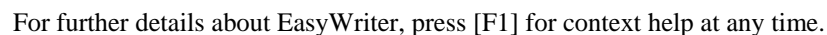
When you choose the "EZ-Writer" option from the Reports menu, you will see the EasyWriter Main Menu:

```
┌════════════════════════ EasyWriter ════════════════════════┐
```

```
          ┌────────────────────────────────────┐
          │                                    │
          │                                    │
          └────────────────────────────────────┘
```

```
          ┌──────────────────────────────────┐
          │      EasyWriter MAIN MENU         │
          ├──────────────────────────────────┤
          │ 1>CREATE a report                │
          │ 2│SELECT records for processing  │
          │ 3│Quick OVERVIEW of EasyWriter   │
          │ 4│Retrieve UNSAVED QUERIES       │
          │ 5│Retrieve from LIBRARY          │
          │ 6│Change SETTINGS                │
          └──────────────────────────────────┘
```

EasyWriter Main Menu

As you complete each step within EasyWriter, the boxed area labeled "EasyWriter" will display the corresponding commands. The EasyWriter Main Menu also stays on the screen. This menu allows you to:

- ► create reports
- ► access the EasyWriter help facility
- ► store and retrieve your reports
- ► change the printer default settings, among others.

3.2.2   Choosing the Data File

When you want to create a report, the first step is to select the data file that contains the information you want.

(1)   Select the "Create a Report" option from the EasyWriter Main Menu by highlighting it and pressing [Enter]. The command "LIST" will appear in the EasyWriter box, and a popup of the current data files will appear:

```
╔═══════════════════════ EasyWriter ═══════════════════════╗
║ List                                                     ║
║                                                          ║
║                                                          ║
╚══════════════════════════════════════════════════════════╝
```
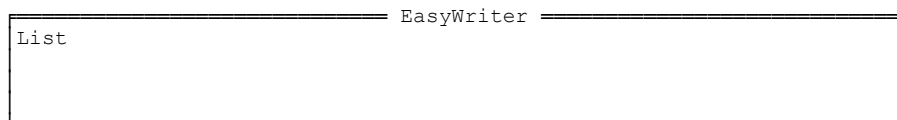
```
      [■]─┌──────────────────────────────┐
          │        Current Tables        │
          ├──────────────────────────────┤
          │ 89>DICT.VENDOR              │▓│
          │ 90│DICT.WINDOWS             │▓│
          │ 91│DIV                      │▓│
          │ 92│DOCUMENT──TYPE           │▓│
          │ 93│DOC──TYPE                │▓│
          │ 94│DOS                      │▓│
          │ 95│ENVIRONMENT              │▓│
          │ 96│ENVIRONMENTAL            │█│
          │ 97│EQUIPMENT                │█│
          │ 98│EQUIPMENT── RECORD       │ │
          │ 99│GIF── ACTION             │ │
          └──────────────────────────────┘
```

EasyWriter Current Files Popup

☞   The current files popup lists all files in your database, not just the data files associated with your data entry windows. Data file names are usually a single word without punctuation (EQUIPMENT), or multiple words connected by "_" (DOCUMENT_TYPE). You can also suppress the names of files you do not wish to see by using the "Change SETTINGS" option on the EasyWriter Main Menu. Press [F1] for specific instructions.

(2)   Highlight the file you want to use and press [Enter].   For our example, we will select the "EQUIPMENT"
       file. The file name will appear in the EasyWriter box:

```
============================ Writer ============================
LIST EQUIPMENT


```

                             EasyWriter File Selection Example

3.2.3   Designing EasyWriter Reports

After you select the data file you want to use, EasyWriter will bring up the Report Options menu:

```
                ┌─────────────────────────────────────────┐
                │         EasyWriter MAIN MENU            │
              ┌─┴──────────┬──────────────────────────────┴─┐
              │1>CREATE a  │          REPORT Options         │
              │2 SELECT re ├─────────────────────────────────┤
              │3 Quick OVE │1>Spedify FIELDS TO DISPLAY       │
              │4 Retrieve  │2 Specify record SORT ORDER       │
              │5 Retrieve  │3 Specify WHICH RECORDS todisplay │
              │6 Change SE │4 Specify HEADING and OTHER FORMATTING
              └────────────┤5 Reroute to PRINTER             │
                           │6 TEST RUN report                │
                           │7 RUN report                     │
                           │8 ADD report to LIBRARY          │
                           │9 Change ACTIVE KEY List          │
                           └─────────────────────────────────┘
```

              EasyWriter Report Options Menu

This option:	Lets you:
Specify FIELDS TO DISPLAY	Select the fields from the data file that you want to print out on your report
Specify record SORT ORDER	Designate how the records in the report should be sorted
Specify WHICH RECORDS to display	Establish specific criteria for record selection
Specify HEADING and OTHER FORMATTING	Design the report's layout
Reroute to PRINTER	Send the report to your local printer
TEST RUN report	View the report with a small number of records in order to test your selection criteria and layout
RUN report	Generate the complete report
ADD report to LIBRARY	Store the report definition for later use

3.2.3.1 Selecting the Fields

First, you must tell EasyWriter which fields to include in your report. After choosing the "Specify FIELDS TO DISPLAY" option, a second menu labeled "DISPLAY Options" will appear, as shown below. It lets you choose fields, remove fields, reformat the field, change the sequence, do numerical calculations, and group like items.

```
                        ╔══════════════════════════════════════════════╗
                        ║       EasyWriter MAIN MENU                    ║
              ╔═════════╩══════════════════════════════════════════════╩═══════╗
              ║ 1>CREATE a ║               REPORT Options                       ║
              ║ 2│SELE ╔═══╩════════════════════════════════════════════════╗  ║
              ║ 3│Quic ║              DISPLAY OPTIONS                        ║  ║
              ║ 4│Retr ╟────────────────────────────────────────────────────╢  ║
              ║ 5│Retr ║ 1>CHOOSE fields to appear in report                 ║  ║
              ║ 6│Chan ║ 2│REMOVE fields from report                         ║  ║
              ║      ╚══║ 3│REFORMAT a display field                          ║  ║
                       ║ 4│REORDER the sequence of fields (left to right)     ║  ║
                       ║ 5│TOTAL and/or AVERAGE fields                        ║  ║
                       ║ 6│GROUP (BREAK-ON) ordered records                   ║  ║
                       ╚═══════════════════════════════════════════════════════╝
```
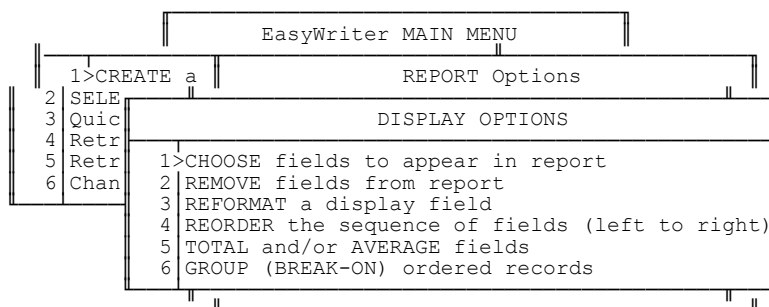
EasyWriter Display Options Menu

(1)   Select the "CHOOSE fields to appear in report" option from the DISPLAY Options menu. A popup will appear listing all the fields in the selected data file.

(2)   Select as many fields as you want by moving the highlight to each field and pressing [Enter]. The field name will blink or change color to indicate that you have selected it. In our example, we will select the "ITEM NAME", "INITIATOR NAME", "ORG", and "LAST RENEWAL DATE" fields.

> ☞ If you change your mind about a field, highlight the field and press [Enter] again. The field will be removed from your selection list.

(3)   When you have chosen all the fields that you want displayed on the final report, press [F9]. This saves your selections and writes all of the selected field names in the EasyWriter box:

```
LIST EQUIPMENT ITEM_NAME INITIATOR_NAME ORG LAST_RENEWAL_DATE
```

```
┌──────────────────────────────────────────────┐
│                                                │
└──────────────────────────────────────────────┘
```

EasyWriter Field Selection Example

(4)   Press [Esc] to return to the REPORT Options menu.

3.2.3.2 Specifying Sorting Options

Next, you may want to arrange your report by specific fields.

(1)   Select the "Specify record SORT ORDER" option from the REPORT Options Menu, and the SORT (BY)
        Options menu will appear, as shown below. It lets you add, delete, establish the sort order, and specify the
        sort priority for your sort criteria.

```
                    ╔════════════════════════════════════════════╗
                    ║           EasyWriter MAIN MENU             ║
            ╔═══════╩═════╦══════════════════════════════════════╩═══╗
            ║ 1>CREATE a  ║            REPORT Options                 ║
            ║ 2│SELE ╔════╩═══════════════════════════════════════╗  ║
            ║ 3│Quic ║            SORT (BY) Options                ║  ║
            ║ 4│Retr ╟────────────────────────────────────────────╢  ║
            ║ 5│Retr ║ 1>CHOOSE columns for sorting               ║  ║
            ║ 6│Chan ║ 2│REMOVE sorting from columns              ║  ║
            ║       ║ 3│ASCENDING [a..z] or DESCENDING sorting    ║  ║
            ║       ║ 4│Specify SORT PRIORITY                     ║  ║
            ╚═══════╩════════════════════════════════════════════╝══╝
```

EasyWriter Sort Options Menu
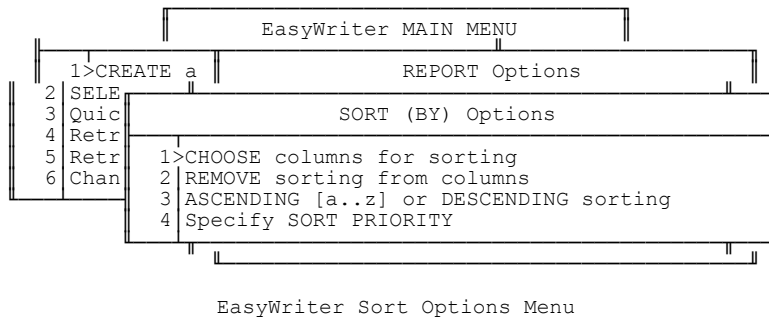
(2)   To select the fields you want to sort by, choose the "CHOOSE fields for sorting" option of the SORT (BY)
        Options menu. EasyWriter will display a popup of the fields in the file.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  ☞    A field does not need to be selected for inclusion on the report in order to be selected for  │
│       sorting.                                                               │
└─────────────────────────────────────────────────────────────────────────────┘
```

(3)   Highlight the first field you wish to sort by and press [Enter] to select it. The field name will blink or
        change color. Repeat this process for each field you wish to sort by, selecting them in the order you wish
        them to be sorted. In our example, we will sort by the "LAST RENEWAL DATE" field.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│  ☞    If you change your mind about a field, highlight the field and press [Enter] again.  The field  │
│       will be removed from your selection list.                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

(4)   When you have selected all the fields you wish to sort by, press [F9]. This saves your selections and
        writes all of the selected sort field names in the EasyWriter box:

```
══════════════════════════ EasyWriter ══════════════════════
│ LIST EQUIPMNT ITEM_NAME INITIATOR_NAME ORG LAST_RENEWAL_DATE  BY │
│ LAST_RENEWAL_DATE                                               │
══════════════════════════════════════════════════════════════
```

EasyWriter Field Selection Example

(5)   Press [Esc] to return to the REPORT Options menu.

3.2.3.3 Selecting the Records

You may want to limit the records in your report to just a subset of the records in the data file. For example, you
may wish to select only those records where the "Date" field value is greater than (i.e., more recent than) a specific
date. EasyWriter offers a simple method of specifying selection criteria based on the formula: "Field + Comparison
+ Value = Selection."

(1)   Choose the "Specify WHICH RECORDS to display" option from the REPORT Options menu. You will
        see a menu labeled "COMPARISON Options"`:

```
                                    ┌─────────────────────────────────────────────────┐
                                    │             COMPARISON Options                  │
       ┌────────────────────┐       │─────────────────────────────────────────────────│
       │   EasyWriter MAIN  │       │ 1>CONSTRUCT a comparison                        │
       │────────────────────│       │ 2│REMOVE a comparison                          │
       │ 1>CREATE a         │       │ 3│MODIFY a comparison                          │
       │ 2│SELECT re        │       │ 4│Change RELATIONSHIPS between comparisons     │
       │ 3│Quick OVE│ 1>Spec│       │ 5│Change comparisons to INCLUDE/EXCLUDE records│
       │ 4│Retrieve │ 2│Spec│       │ 6│RESEQUENCE comparisons                       │
       │ 5│Retrieve │ 3>Spec│       │ 7│CHOOSE records using SPECIFIC KEYS           │
       │ 6│change SE│ 4│SPEC│       └─────────────────────────────────────────────────┘
       └──────────│ 5│Rero│─────────────────────────────────────┐
                                    │ 6│TEST RUN report                   │
                                    │ 7│RUN report                        │
                                    │ 8│ADD report to LIBRARY             │
                                    │ 9│Change ACTIVE KEY list            │
                                    └───────────────────────────────────┘
```
                   EasyWriter Comparison Options Menu

(2)   Select the "CONSTRUCT a comparison" option from the COMPARISON Options menu. EasyWriter will
        display a popup of all fields in the file.

(3)   Select the field for which you want to create the comparison. For our example, we will select the "LAST
        RENEWAL DATE" field. Another popup will appear that lists your comparison options:

```
       ┌────────────────────────────────────────┐
       │             COMPARE Words              │
       │────────────────────────────────────────│
       │  1>EQ          │Equal                   │
       │  2│NE          │Not equal               │
       │  3│GT          │Greater than            │
       │  4│LT          │Less than               │
       │  5│GE          │Greater or equal        │
       │  6│LE          │Less or equal           │
       │  7│BETWEEN     │Between ... and ...     │
       │  8│STARTING    │Starting                │
       │  9│ENDING      │Ending                  │
       │ 10│CONTAINING  │Containing              │
       │ 11│MATCHING    │Matching                │
       └────────────────────────────────────────┘
```
                   EasyWriter Compare Words Menu

(4)   Select the comparison word that expresses the relationship you are looking for. In our example, we will
select the word "BETWEEN". EasyWriter will then display a window prompting you to enter the two "Values" of
the BETWEEN range you wish to search.

(5)   Enter the values for which you wish EasyWriter to search in the specified field. For our example, the
        values will be "1/1/94" and "2/28/94". EasyWriter will convert the dates to the proper format. The
        complete comparison statement will appear in the EasyWriter box:

```
       ═════════════════════════ EasyWriter ═════════════════════════
       LIST EQUIPMENT ITEM_NAME INITIAOR_NAME ORG LAST_RENEWAL_DATE BY
       LAST_RENEWAL_DATE WITH LAST-RENEWAL_DATE BETWEEN "01/01/94" AND "02/28/94"
```
                   EasyWriter Comparison Example

(6)   Press [Esc] twice to return to the REPORT Options menu.

3.2.3.4 Formatting a Report

You have several options available to you for adjusting how your report looks.

(1)   Choose the "Specify HEADING and OTHER FORMATTING" option from the REPORT Options menu.
        A menu labeled "FORMATTING Options" will appear:

```
       ┌────────────────────────────────────────┐
       │             EasyWriter MAIN MENU        │
       └────────────────────────────────────────┘
```

```
 ┌──────────────────╥─────────────────────────────────────────┐
 │  1>CREATE a      ║          REPORT OPTIONS                  ║
 │ 2│SELE  ╥────────╨─────────────────────────────────────╥───┘
 │ 3│Quic  ║           FORMATTING Options                  ║
 │ 4│Retr  ╟───────────────────────────────────────────────╢
 │ 5│Retr  ║  1>Specify HEADING text                        ║
 │ 6│Chan  ║  2│Specify FOOTING text                        ║
 └────────║  3ADDITIONAL formatting options                ║
          ╚═══════════════════════════════════════════════╝
```

<center>EasyWriter Formatting Options Menu</center>

(2)   Select the option you wish to specify. For our example, we will select "Specify HEADING text". EasyWriter will display a heading window.

(3)   Enter the heading you would like to appear on your report.   Our example heading will be "Sample PO Report." Press [F9] to save it. EasyWriter will write your heading text in the EasyWriter box:

```
═══════════════════════════ EasyWriter ═══════════════════════════
 LIST EQUIPMENT ITEM_NAME INITIATOR_NAME ORG LAST_RENEWAL_DATE BY
 LAST_RENEWAL_DATE WITH LAST_RENEWAL_DATE BETWEEN "01/01/94" AND "02/28/94"
 HEADING "Sample Renewal List"
═══════════════════════════════════════════════════════════════════
```

<center>EasyWriter Heading Specification Example</center>

(4)   Press [Esc] to return to the REPORT Options menu.

3.2.4   Running a Report

Once you have selected your data file, the fields, the sort order, any specific selections or comparisons, and any formatting you want, you are ready to run your report.

3.2.4.1 Requesting a Test Run

EasyWriter lets you run a test version of your report using a few sample records.

> ☞   This is a good way to preview what your report will look like and whether your selection criteria are valid. You then have the opportunity to make any adjustments before you run your final report

(1)   Choose the "TEST RUN report" option from the REPORT Options menu. The system will ask you how many records you would like to see.

(2)   Enter the number of records you want in the test run and press [Enter]. EasyWriter will display the test report on your screen. The test run of our example report appears below. You now have two options:

   ▯   If the test run report does not look good, press [Esc] to return to the REPORT Options menu. Select the menu(s) where you would like to make changes to your report. For example, if your selection criteria did not produce the desired results, go back to the COMPARISON Options menu and respecify your search criteria. Then return to the REPORT Options menu and request a new test run to check whether your changes worked.

   ▯   If the test run report looks good, press [Esc] to return to the REPORT Options menu. You may now decide to run the complete report on your screen, or to send it directly to the printer.

```
                    Sample Renewal Listing
   SR NO. ITEM NAME.................... INITIATOR NAME. ORG... LAST
                         RENEWAL DATE
 36 DUCTWORK,COOLING UNIT          BRIDGERS BOB    234      01/03/94
 15 MOCKUP, UASE HARNESS           BARCUS JIM      442      01/14/94
 17 CONTAINERS,MMS MODULES         BRIDGERS BOB    411.1    01/19/94
 16 FSS THERMAL VAC.KEEL LATLCH SU BARCUS JIM      442      02/04/94
 29 COOLING UNIT, LAMINAR ASSY     BRIDGERS BOB    411.1    02/10/94
```

```
31 CONTAINER,MAPS/EUVE TELESCOPE  DYRLAND B A       410       02/27/94
```

EasyWriter Test Run Report Example

3.2.4.2 Viewing a Report on Screen

Before sending the report to the printer, you can view the entire report on your screen.

(1)   Select the "RUN report" option from the REPORT Options menu. The complete report will be displayed for you on the screen. If the report extends beyond one screen, use [PgDn], [PgUp], and the arrow or [Home] and [End] keys to view the entire report.

(2)   Press [Esc] when you are finished viewing the report. EasyWriter will take you back to the REPORT Options menu.

3.2.4.3 Printing a Report

When you are satisfied with your report, you can send it directly to your printer.

(1)   Choose the "Reroute to PRINTER" option from the REPORT Options menu. When you run the report again, EasyWriter will send the report to your printer, then return you to the REPORT Options menu.

3.2.5   Saving a Report in the Library

If you have designed a report you want to generate on a regular basis, EasyWriter lets you save the report in a "library".

(1)   After you have viewed or printed your report and EasyWriter has returned you to the REPORT Options menu, select "ADD report to LIBRARY" from the menu. EasyWriter will ask you to enter a description of the report.

(2)   Enter a brief description of the report and press [F9] to save. EasyWriter will ask you to enter a name for the report.

(3)   Enter a name for the report. You may use any alphanumeric characters but no spaces; connect multiple words with a punctuation character such as "_" or "." Press [F9] to save. EasyWriter will save the report in the library for later retrieval, and return you to the REPORT Options menu.

☞   EasyWriter saves only the report command, not the actual records selected. The next time you recall and run the report from the library, it will be regenerated from scratch, using the most current data.

3.2.6   Retrieving a Report from the Library

EasyWriter has an easy method for retrieving and re-executing reports that you have saved in the report library.

(1)   From the EasyWriter Main Menu, select "Retrieve from LIBRARY" (option 5). You will see a popup of all stored reports.

(2)   Highlight the report you wish to re-execute and press [Enter]. The EasyWriter box with the report command and the LIBRARY Options menu will appear:

(3)

```
[■]──────────────────────────────
‖            Library Options         ‖
```

```
1>EXECUTE command
2 MODIFY command
3 SAVE command
4 RENAME command
5 CHANGE description
6 DELETE command
7 Change ACTIVE KEY list
```

Library Options Menu

   At this point, you may select any of the options shown.

3.2.7   Leaving EasyWriter

When you have finished with your report, press [Esc] to go back to the EasyWriter main menu.
Just before taking you back to the main menu, EasyWriter will display this warning message:

```
        Returning beyond this point will restart EasyWriter!
              The current command will be discarded.

                        Are you sure?

                      <Yes>   <No>
```

Enter "Yes" if you wish to leave EasyWriter. Pressing [Enter] will accept the default value "No" and return you to
the last menu before the main menu, preserving your current report command.

CHAPTER 4: UTILITIES

4.0   OVERVIEW

This chapter covers the Utility module of the NASA/GSFC Storage Information Management System (SIMS).

■ ☞	Most of these features are designed for use by the System Supervisor or other SIMS users with a "2" Security Level. Where applicable, any user without the necessary Security Level will see a message denying access and then be returned to the menu.

The Utility module lets you perform global updates and import inventory and storage equipment data, as well as view information about the Advanced Revelation applications environment.

4.1   UTILITY MENU

(Security Level 2)
To access the Utility module, select "Utility" from the SIMS main menu. The system will display the Utility menu:

```
        Inventory Control   Storage   Shipping   Reports   Tables   Utility   Exit

                                    ┌─────────────────────────────────────────┐
                                    │  Global Update                          │
                                    ├─────────────────────────────────────────┤
                                    │  Station ID                             │
                                    ├─────────────────────────────────────────┤
                                    │  Import Storage Equipment (RAMIS)        │
                                    │  Import Inventory Equipment (STEMS)      │
                                    └─────────────────────────────────────────┘


                                    Utility Menu
```

Select the desired option by highlighting it and pressing [Enter].

4.1.1   Global Update

The Global Update feature allows you to make global changes to Inventory or Storage records; e.g., when an organization changes. To access this option, select "Global Update" from the Utility menu. The system will display the Global Update Information Entry window

```
        [■]═══════ Global Update Information Entry ═══════
        │
        │   Inventory/Storage:
        │     Equipment Field:
        │        Current Value:
        │
        │            New Value:
        │
        └──────────────────────────────────────────────────
```

                         Global Update Information Entry Window

(1)   Enter the type of global updat in the INVENTORY/STORAGE field, or press [F2] to see and choose from a
       popup.

(2)   Enter the field to be updated in EQUIPMENT FIELD, or press [F2] to see and choose from the popup of fields
that may be globally updated:

```
[■]─────────────────────────────────
         Select Field for Global Update
 ╔═══════════════════════════════════════════════╗
  1>Organization Code          ORG
  2│Property Custodian          PC
  3│Job Order Number (Storage)  Sto_Job_Order_NO
  4│Storage Funding Year        Sto_Funding_Year
  5│Estimated Date of Removal   EST_REMOVAL_DATE
  6│Status                      STATUS
  7│Site                        SITE
  8│Building                    BUILDING
  9│Room                        ROOM
 10│Bin                         BIN
 11│Date Inventoried            INV_DTE
 12│Initiator ID                INITIATOR_ID
 13│Project Name                PROJECT_ID
 ╚═══════════════════════════════════════════════╝
```

Select Field for Global Update Popup

(3)   Enter the old value in the CURRENT VALUE field.

(4)   Enter the new value in the NEW VALUE field.

(5)   Press [F9] to save your entries. The system will display a message summarizing the update operation and prompting you to confirm the update with a "Y/N" response.

   ►   To perform the update as specified, answer "Y".

   ►   To abort the process, answer "N", then make any necessary changes to your global update specifications. Press [F9] to resave your edited entries.

4.1.2   Application Environment

To view information about the Advanced Revelation application environment, select "Station ID" from the Utility menu. The system will display the ARev configuration for the present user.

4.1.3   Import Storage Equipment (RAMIS)

To import storage equipment data from an external data file into SIMS, select "Import Storage Equipment (RAMIS)" from the Utility menu. The system will display a small window prompting you to "Enter ASCII data File Name." Enter the file name, then press [F9] to initiate the import process.

4.1.4   Import Inventory Equipment (STEMS)

To import inventory equipment data from an external data file into SIMS, select "Import Inventory Equipment (STEMS)" from the Utility menu. The system will display a small window prompting you to "Enter ASCII data File Name." Enter the file name, then press [F9] to initiate the import process.

5.0   FORMS

5.1 STORAGE REQUEST

```
INITIATOR (OWNER) (1) _____ PHONE (2) _____ CODE
(3) _____
NAME OF OWNING ORGANIZATION (4) _____ PROJECT NAME
(5)_____ TECH MGR (6) _____ PHONE# (7) _____ PROPERTY CUST.
(8) _____ PH# (9) _____
```

```
DESCRIPTION OF ITEM TO BE STORED

ITEM NAME (10)
_____
DESCRIPTION (11)
_____

_____

_____

_____
MODEL NO. (12) _____ PART NO. (13) _____ SERIAL NO. (14) _____ ECN (15)
_____
OWNER'S CONTROL NO (16) _____ MFGR NAME/ID NO (17) _____
OTHER BAR CODE/PROPERTY NOS (18) _____/_____/_____
IS THIS ITEM A SHIPPING CONTAINER? Y/N (19) _____ IF SO, IS IT EMPTY? Y/N (20) _____
QUANTITY (21) _____
IS THIS ITEM IN A SHIPPING CONTAINER, SYSTEM, OR RACK? Y/N (22) _____
ITEM SIZE(24): LEN(ft) _____ WID(ft) _____ HGT(ft) _____ ITEM WEIGHT
(LBS)(25): _____
CRITICALITY CODES (26) _____ CONDITION CODE (27) _____ HAZARD CODES (28)
_____
TOTAL VALUE (29) _____

ENVIRONMENTAL REQUIREMENTS (30)

_____
_____
_____
_____
_____
_____
JUSTIFICATION FOR STORAGE (31) Be concise but thorough.

_____
_____
_____
_____
_____
_____
_____
_____
```

```
DATE STORAGE REQD (32) _____ EST DATE OF REMOVAL (33) _____ CONTACT NAME (34)
_____
CONTACT PHONE NO (35) _____ PICKUP LOCATION SITE (36) _____ BLDG: _____
ROOM NO: _____
```

PACKAGING REQUIREMENTS (37)

_____
_____
_____
_____
_____

HANDLING REQUIREMENTS (38)

_____
_____
_____
_____
_____

ADDITIONAL COMMENTS
(39_____

_____
_____
_____
_____
_____
_____IF THE ITEM HAS A NEMS TAG, THE 1602 IS REQUIRED WITH THIS FORM. IF NOT, DOES THE
ITEM NEED TO BE TAGGED? Y/N (40)____

     THE ORIGINATING ORGANIZATION WILL PROVIDE ADEQUATE PHOTOGRAPHS OF THIS ITEM BEFORE PICKUP

REQUIRED SIGNATURES (43)   239 USE ONLY:
INITIATOR _____ DATE ___|_____   STORAGE APPROVAL
_____
FLT. ASSURANCE MGR _____ DATE ___|_____   ASSIGNED LOCATION
_____
BRANCH HEAD _____ DATE ___|_____   DATE TRANS. NOTIFIED
_____
PROPERTY CUSTODIAN _____ DATE ___|_____   INCEPTION DATE
_____
234.1 STORAGE MGR_____ DATE _____   STORAGE SIZE L_____ X W
_____ X H_____
                                                             STORAGE WEIGHT
_____

GSFC 20-16 (Revised 08/99)   Directions on back of form

INSTRUCTIONS FOR COMPLETING STORAGE REQUEST (GSFC 20-16)

All items going into storage require a GSFC 20-16, Storage Request. If the item is a shipping container, rack, or system, an inventory sheet which includes fields (10), (12) through (18), (24) through (27), and (29) below for each item must accompany the Storage Request. All entries should be printed or typed. Each blank or question has a number which corresponds to the instructions below.

(1)   Name of Initiator. Must belong to the organization that owns the item.
(2)   Phone number of the initiator.
(3)   Organizational Code of the Initiator.
(4)   Name of the owning organization.
(5)   Acronym for the Project for which the equipment will be used.
(6)   Name of the person with technical responsibility/knowledge for the item.
(7)   Phone number of the person named in (6).
(8)   Name of the owning organization's Property Custodian.
(9)   Phone number of the owning organization's property administrator.
(10) Item name. Should be limited to 60 characters in length, and should be worded and arranged to be quickly retrievable by computer search. For example, a solar array simulator rack would be entered as "Rack, Solar Array Sim"
(11) Provide a narrative description of the item in terms of its use, etc.
(12) Provide the Model Number of the item.
(13) Provide the Part Number of the item.
(14) Provide the Serial Number of the item.
(15) Provide the NASA number of the item from its NEMS tag. If there is no NEMS tag, the Property Administrator will review the requirement for tagging (see item 40).
(16) Provide the owning organization's property control number, if used.
(17) Provide the manufacturer's identification code number. The property administrator may provide this.
(18) If there are other bar code numbers that appear on the item, and if the initiator wants to track these in the data base, provide these numbers in these three blanks.
(19) Indicate Y (Yes) or N (No) if the item to be stored is a shipping container.
(20) Indicate Y (Yes) if the item is an empty shipping container. If it is a shipping container and it is not empty, Indicate N (No), and provide a list of the container's contents.
(21) Indicate the quantity of items, if the item is being stored as a group of items in a box or on a skid, and the Initiator desires that the system track the remaining quantity in storage.
(22) If the item is accountable and it is part of an electronics rack or system, or it is stored in a shipping container, indicate Y (Yes); if not, indicate N (No).
(24) Provide the length, width, and height and units of measure. The metric system will be used for tracking storage sizes and volumes, and the system will convert English units into metric units.
(25) If available, provide the weight of the item, less its container. Otherwise, leave blank.
(26) Provide the Criticality Code from the table below. Enter all that apply:
      (B) Black Box Items   (H) Handling/Support Equipment
      (C) Critical GSE   (N) Non-Critical
      (F1) Space Flight Equipment   (S) Standby Replacement Parts
(F2) Space Flight Equipment downgraded to non-flight status
(27) Provide the Condition Code:
         (1) Unused - good   (6) Used - poor
         (2) Unused - fair   (7) Repairs required - good
         (3) Unused - poor   (8) Repairs required - fair
         (4) Used - good   (9) Repairs required - poor
         (5) Used - fair   NOTE: Codes 3, 6, and 9 may not be accepted for storage.
(28) Provide the hazardous classification code from the table below. Enter all that apply:
      (N) Non-Hazardous   (F) Flammable
      (R) Radioactive   (G) Compressed Gas
      (X) Explosive   (O) Other
      (C) Corrosive
(29) Provide the cost of the item. If the actual cost is not known, put "E" and the estimated cost.
(30) Describe, in detail, the environmental requirements for storage of this item, particularly with respect to temperature, cleanliness, static sensitivity, etc.
(31) Provide a clear and concise justification for placing the item into storage, e.g., a shipping container that will be used in 7 months, or a handling device needed 18 months later.
(32) Provide the date the item will be available for storage.
(33) Provide the month and year the item is expected to be removed from storage.
(34) Provide the name of the person who will be the point of contact for Transportation pick up.
(35) Provide the phone number of the person identified in (34).
(36) Provide the pickup location, e.g., site, building and room number, etc.
(37) Describe, in detail, any specialized packing or preservation requirements.
(38) Describe, in detail, any special handling requirements.
(39) Provide any additional comments relevant to this item, e.g., must be picked up by a certain time, or certain precautions which must be observed in handling, etc.
(40) Property Custodians: determine if the item should be tagged, and signify here.
(43) The Initiator is required to obtain these signatures. The Flight Assurance Manager's signature is only required for F1 or F2 flight equipment. All other signatures are required before submission to the Storage Manager.
  GSFC 20-16 (Revised 08/99)

5.1 STORAGE RENEWAL REQUEST - GSFC20-16A

```
S/R Number_____              STORAGE RENEWAL REQUEST              DATE _____

|INITIATOR (OWNER) (1)_____ PHONE (2)_____ CODE (3)_____|
|NAME OF OWNING ORGANIZATION (4)_____ PROJECT NAME (5)_____|
|TECH MGR (6)_____ PHONE# (7)_____ PROPERTY CUST. (8)_____ PH# (9)_____|

|DESCRIPTION OF ITEM TO BE STORED                                                         |
|ITEM NAME (10)_____|
|DESCRIPTION (11)_____|
|        _____|
|        _____|
|        _____|
|MODEL NO. (12)_____ PART NO. (13)_____ SERIAL NO. (14)_____ ECN (15)_____|
|OWNER'S CONTROL NO (16)_____ MFGR NAME/ID NO (17)_____|
|OTHER BAR CODE/PROPERTY NOS. (18)_____/_____/_____|
|IS THIS ITEM A SHIPPING CONTAINER? Y/N (19)_____ IF SO, IS IT EMPTY? Y/N (20)_____ QUANTITY (21)_____|
|IS THIS ITEM IN A SHIPPING CONTAINER, SYSTEM, OR RACK? Y/N (22)_____                     |
|ITEM SIZE (24): LENGTH (m)_____ WIDTH (m) _____ HEIGHT (m) _____ ITEM WT (kg) (25): _____|
|CRITICALITY CODES (26)_____ CONDITION CODE (27)_____ HAZARD CODES (28)_____|
|TOTAL VALUE (29)_____                                                  |
| ENVIRONMENTAL REQUIREMENTS (30)                                                          |
|_____|
|_____|
|_____|
| JUSTIFICATION FOR STORAGE (31) Be concise but thorough.                                  |
|_____|
|_____|
|_____|
|_____|
|_____|

|DATE STORAGE REQD (32)_____ EST DATE OF REMOVAL (33)_____ CONTACT NAME (34)_____|
|CONTACT PHONE NO (35)_____ PICKUP LOCATION SITE: (36)_____ BLDG: _____ ROOM NO:_|
|PACKAGING REQUIREMENTS (37)_____|
|        _____|
|        _____|
|HANDLING REQUIREMENTS (38)_____|
|        _____|
|        _____|
|ADDITIONAL COMMENTS (39) _____|
|        _____|
|        _____|
|IF THE ITEM HAS A NEMS TAG, THE 1602 IS REQUIRED WITH THIS FORM.  IF NOT, DOES THE ITEM NEED TO BE TAGGED? Y/N (40)_____|
|        THE ORIGINATING ORGANIZATION WILL PROVIDE ADEQUATE PHOTOGRAPHS OF THIS ITEM BEFORE PICKUP.|

|REQUIRED SIGNATURES (43)                     | 239 USE ONLY:                             |
| INITIATOR _____ DATE _____     | STORAGE APPROVAL _____             |
| FLT. ASSURANCE MGR _____ DATE _____    | ASSIGNED LOCATION _____             |
| BR. HD./DIV CHIEF _____ DATE _____    | DATE TRANS. NOTIFIED _____             |
| PROPERTY CUSTODIAN _____ DATE _____    | INCEPTION DATE _____             |
| 234.1 STORAGE MGR _____ DATE _____    | STORAGE SIZE L_____ X W _____ X H_____|
|                                             | STORAGE WEIGHT _____             |

GSFC 20-16A (Revised 09/00)
```

INSTRUCTIONS FOR COMPLETING STORAGE RENEWAL REQUEST (GSFC 20-16A)

All entries should be printed or typed. Each blank or question has a number which corresponds to the instructions below. Update information which has changed or is missing. Item 31, Justification, and Item 33, Estimated Date of removal, must be updated. If you wish to remove an item versus renewing it, complete a GSFC Form 20-62 instead of the GSFC Form 20-16A. Submit completed paperwork to the Storage Manager, Code 234.

(1) Name of Initiator. Must belong to the organization that owns the item.
(2) Phone number of the initiator.
(3) Organizational Code of the Initiator.
(4) Name of the owning organization.
(5) Acronym for the Project for which the equipment will be used.
(6) Name of the person with technical responsibility/knowledge for the item.
(7) Phone number of the person named in (6).
(8) Name of the owning organization's Property Custodian.
(9) Phone number of the owning organization's property administrator.
(10) Item name. Should be limited to 60 characters in length, and should be worded and arranged to be quickly retrievable by computer search. For example, a solar array simulator rack would be entered as "Rack, Solar Array Sim"
(11) Provide a narrative description of the item in terms of its use, etc.
(12) Provide the Model Number of the item.
(13) Provide the Part Number of the item.
(14) Provide the Serial Number of the item.
(15) Provide the NASA number of the item from its NEMS tag. If there is no NEMS tag, the Property Administrator will review the requirement for tagging (see item 40).
(16) Provide the owning organization's property control number, if used.
(17) Provide the manufacturer's identification code number. The property administrator may provide this.
(18) If there are other bar code numbers that appear on the item, and if the initiator wants to track these in the data base, provide these numbers in these three blanks.
(19) Indicate Y (Yes) or N (No) if the item to be stored is a shipping container.
(20) Indicate Y (Yes) if the item is an empty shipping container. If it is a shipping container and it is not empty, indicate N (No), and provide a list of the container's contents.
(21) Indicate the quantity of items, if the item is being stored as a group of items in a box or on a skid, and the Initiator desires that the system track the remaining quantity in storage.
(22) If the item is accountable and it is part of an electronics rack or system, or it is stored in a shipping container, indicate Y (Yes); if not, indicate N (No).
(24) Provide the length, width, and height and units of measure. The metric system will be used for tracking storage sizes and volumes, and the system will convert English units into metric units.
(25) If available, provide the weight of the item, less its container. Otherwise, leave blank.
(26) Provide the Criticality Code from the table below. Enter all that apply:

    (B) Black Box Items   (H) Handling/Support Equipment
    (C) Critical GSE   (N) Non-Critical
    (F1) Space Flight Equipment   (S) Standby Replacement Parts
    (F2) Space Flight Equipment downgraded to non-flight status

(27) Provide the Condition Code

    (1) Unused – good   (6) Used – poor
    (2) Unused – fair   (7) Repairs required – good
    (3) Unused – poor   (8) Repairs required – fair
    (4) Used – good   (9) Repairs required – poor
    (5) Used – fair   NOTE: Codes 3, 6, and 9 may not be accepted for storage.

(28) Provide the hazardous classification code from the table below. Enter all that apply.

    (N) Non-Hazardous   (F) Flammable
    (R) Radioactive   (G) Compressed Gas
    (X) Explosive   (O) Other
    (C) Corrosive

(29) Provide the cost of the item. If the actual cost is not known, put "E" and the estimated cost.
(30) Describe, in detail, the environmental requirements for storage of this item, particularly with respect to temperature, cleanliness, static sensitivity, etc.
(31) Provide a clear and concise justification for placing the item into storage, e.g., a shipping container that will be used in 7 months, or a handling device needed 18 months later.
(32) Provide the date the item will be available for storage.
(33) Provide the month and year the item is expected to be removed from storage.
(34) Provide the name of the person who will be the point of contact for Transportation pick up.
(35) Provide the phone number of the person identified in (34).
(36) Provide the pickup location, e.g., site, building and room number, etc.
(37) Describe, in detail, any specialized packing or preservation requirements.
(38) Describe, in detail, any special handling requirements.
(39) Provide any additional comments relevant to this item, e.g., must be picked up by a certain time, or certain precautions which must be observed in handling, etc.
(40) Property Custodians: determine if the item should be tagged, and signify here.
(43) The Initiator is required to obtain these signatures. The Flight Assurance Manager's signature is only required for F1 or F2 flight equipment. All other signatures are required before submission to the Storage Manager.

GSFC 20-16A (Revised 09/00)

5.2 STORAGE OUT REQUEST

INITIATOR (OWNER) (1)_____ PHONE (2) _____
CODE (3) _____
NAME OF OWNING ORGANIZATION (4) _____ PROJECT NAME (5)
_____
TECH MGR (6) _____ PHONE # (7) _____ PROPERTY CUST. (8) _____ PH#
(9) _____

DESCRIPTION OF ITEM TO BE STORED
ITEM NAME (10)
_____
___
DESCRIPTION (11)
_____
_
_____
_____
_____
_____
_____
_____
MODEL NO. (12) _____ PART NO. (13) _____ SERIAL NO. (14) _____ ECN (15)
_____
OWNER'S CONTROL NO (16) _____ NAME/ID NO (17) _____
OTHER BAR CODE/PROPERTY NOS.(18) /_____/_____/_____
IS THIS ITEM A SHIPPING CONTAINER? Y/N (19) _____ IF SO, IS IT EMPTY? Y/N (20) _____ QUANTITY
(21) _____
IS THIS ITEM IN A SHIPPING CONTAINER, SYSTEM, OR RACK? Y/N (22)_____
ITEM SIZE (24): LENGTH (ft) _____ WIDTH (ft) _____ HEIGHT (ft) _____ ITEM WEIGHT (LBS)
(25)_____
CRITIALITY CODES (26) _____ CONDITION CODE (27) _____ HAZARD CODES (28)
_____
TOTAL VALUE (29) _____

PICKUP & DELIVERY INFORMATION:
REQUESTED BY (30) _____ CODE (31)
_____ Phone(32) _____
DELIVER TO (33) _____ CODE (34)
_____ Phone(35) _____
DELIVERY LOCATION (36)
_____DATE REQD (37)
_____

TYPE OF REMOVAL (38) ENTER 1, 2, OR 3 AS EXPLAINED BELOW: _____
   1.   SHORT-TERM REMOVAL (60 DAYS OR LESS) & EXPECTED RETURN DATE
_____
   2.   PERMANENT REMOVAL (MORE THAN 60 DAYS); SUBMIT APPLICABLE 1602'S
   3.   EXCESS (SUBMIT APPLICABLE 1602'S, 20-9'S, 811'S WITH THIS FORM)
SUBMIT A GSFC 20-4 AND APPLICABLE 1602'S WITH THIS FORM TO SHIP AN ITEM OFFSITE.
JON FOR SHIPMENT OUT OR RETURN TRANSPORTATION (39)
_____ FY _____

PACKAGING REQUIREMENTS (40)
_____

_____
_____
_____
_____
_____
_____

HANDLING REQUIREMENTS (41)
_____
_____
_____
_____
_____
_____
_____
_____

ADDITIONAL COMMENTS (42)
_____
_____
_____
_____
_____
_____
_____
_____

REQUIRED SIGNATURES (43)	239 USE ONLY:
REQUESTOR _____ DATE _____ STORAGE REQ INITIATOR _____ DATE _____ FLT. ASSURANCE MGR _____ DATE _____ PROPERTY CUSTODIAN _____DATE _____ 234.1 STORAGE MGR _____ DATE_____	APPROVED BY:_____ DATE: _____ COMPLETED BY: _____ DATE :_____ RECEIVED BY: _____ DATE: _____ COMMENTS: _____ __ _____ _____ _____ _____

GSFC 20-62 (Revised 08/99)   Directions on back of form

INSTRUCTIONS FOR COMPLETING STORAGE OUT REQUEST (GSFC 20-62)

All entries should be printed or typed. Each blank or question has a number which corresponds to the instructions below. **Update information that has changed or is missing.** After completing the form through the Property Custodian's signature, forward the form to the Storage Manager, Code 234.1.

(1) Name of Initiator. Must belong to the organization that owns the item.
(2) Phone number of the Initiator.
(3) Organization Code of the Initiator.
(4) Name of the owning organization.
(5) Acronym for the Project for which the equipment will be used.
(6) Name of the person with technical responsibility/knowledge for the item.
(7) Phone number of the person names in (6).
(8) Name of the owning organization's Property Custodian.
(9) Phone Number of the owning organization's Property Administrator.
(10) Item name. Should be limited to 60 characters in length, and should be worded and arranged to be quickly retrievable by computer search. For example, a solar array simulator rack would be entered as "Rack, Solar Array Sim."
(11) Provide a narrative description of the item in terms of its use, etc.
(12) Provide the Model Number of the item.
(13) Provide the Part Number of the item.
(14) Provide the Serial Number of the item.
(15) Provide the NASA number of the item from its NEMS tag. If there is no NEMS tag, the Property Administrator will review the requirement for tagging.
(16) Provide the owning organization's property control number, if used.
(17) Provide the manufacturer's identification code number. The Property Administrator may provide this.
(18) If there are other bar code numbers that appear on the item, and if the initiator wants to track these in the data base, provide these numbers in these three blanks.
(19) Indicate Y (Yes) or N (No) if the item to be stored is a shipping container.
(20) Indicate Y (Yes) if the item is an empty shipping container. If it is a shipping container and it is not empty, indicate N (No), and provide a list of the container's contents.
(21) Indicate the quantity of items, if the item is being stored as a group of items in a box or on a skid, and the Initiator desires that the system track the remaining quantity in storage.
(22) If the item is accountable and it is part of an electronics rack or system, or it is stored in a shipping container, indicate Y (Yes); if not, indicate N (No).
(24) Provide the length, width, and height and units of measure.
(25) If available, provide the weight of the item, less its container. Otherwise, leave blank.
(26) Provide the Criticality Code from the table below. Enter all that apply:
    (B) Black Box Items   (H) Handling/Support Equipment
    (C) Critical GSE   (N) Non-Critical
    (F1) Space Flight Equipment   (S) Standby Replacement Parts
    (F2) Space Flight Equipment downgraded to non-flight status
(27) Provide the Condition Code:
    (1) Unused - good   (4) Used - good   (7) Repairs required - good
    (2) Unused - fair   (5) Used - fair   (8) Repairs required - fair
    (3) Unused - poor   (6) Used - poor   (9) Repairs required - poor
              NOTE: Codes 3, 6, and 9 may not be accepted for storage.
(28) Provide the hazardous classification code from the table below. Enter all that apply:
    (N) Non-Hazardous   (X) Explosive   (F) Flammable
    (R) Radioactive   (C) Corrosive   (G) Compressed Gas   (O)
 Other
(29) Provide the cost of the item. If the actual cost is not known, put "E" and the estimated cost.
(30) Provide the name of person requesting removal of the item from storage.
(31) Provide the organizational code of the person in the field. (30)
(32) Provide the phone number of the person in the field (30).
(33) Provide the name of the person to whom the item(s) will be delivered.
(34) Provide the code of the person to whom the item(s) will be delivered.
(35) Provide the phone number of the person to whom the item(s) will be delivered.
(36) Provide the delivery location, e.g., building and room number, etc.
(37) Provide the date the item should be delivered.
(38) Pick one of the following types of removal. Submit GSFC 20-4 and applicable 1602's with this request to ship an item offsite.
    1. SHORT-TERM REMOVAL. Enter if the item will be removed for 60 days or less, and then give the date you plan to return the equipment to storage. The storage space will remain reserved for the item while it is temporarily out of storage. If the equipment stays out of storage for more than 60 days, the storage request will be closed out, and the Initiator must submit a new storage request to return the equipment to storage.
    2. PERMANENT REMOVAL. Enter 2 if the item will be removed from storage for more than 60 days. Submit applicable 1602(s) for tagged equipment. The storage request will be closed out.
    3. Excess. Enter 3 if you wish to excess or scrap the item. Submit 1602(s) for tagged equipment and 20-9(s) for non-tagged equipment. If scrapping an item, submit a NASA Form 811 with either the 1602(s) or 20-9(s). Ensure that the storage request number is annotated on applicable excess and scrap forms.
(39) Provide a current job order number usable for transportation, and the funding/budget year for the job order number.
(40) Describe, in detail, any specialized packing or preservation requirements.
(41) Describe, in detail, any special handling requirements.
(42) Provide any additional comments relevant to this item, e.g., must be picked up by a certain time, or certain precautions which must be observed in handling, etc.
(43) The Initiator is required to obtain these signatures. The Flight Assurance Manager's signature is only required for F1 or F2 flight equipment. All other signatures are required before submission to the Storage Manager.

GSFC 20-62 (Revised 08/99)

5.3 STORAGE RETURN REQUEST

```
INITIATOR  (OWNER) (1)_____ PHONE (2) _____
CODE (3) _____
NAME OF OWNING ORGANIZATION (4) _____ PROJECT NAME (5)
_____
TECH MGR (6) _____ PHONE # (7) _____ PROPERTY CUST. (8) _____ PH#
(9) _____
```

```
DESCRIPTION OF ITEM TO BE STORED
ITEM NAME (10)
_____
___
DESCRIPTION (11)
_____
_
_____
_____
_____
_____
_____
_____
MODEL NO. (12) _____ PART NO. (13) _____ SERIAL NO. (14) _____ ECN (15)
_____
OWNER'S CONTROL NO (16) _____ NAME/ID NO (17) _____
OTHER BAR CODE/PROPERTY NOS. (18) /_____/_____/_____
IS THIS ITEM A SHIPPING CONTAINER? Y/N (19) _____ IF SO, IS IT EMPTY? Y/N (20) _____ QUANTITY
(21) _____
IS THIS ITEM IN A SHIPPING CONTAINER, SYSTEM, OR RACK? Y/N (22)_____
ITEM SIZE (24): LENGTH (ft) _____ WIDTH (ft) _____ HEIGHT (ft) _____ ITEM WEIGHT (LBS)
(25)_____
CRITIALITY CODES (26) _____ CONDITION CODE (27) _____ HAZARD CODES (28)
_____
TOTAL VALUE (29) _____
Environmental Requirements (30)
```

Justification for Storage (31) Be concise but thorough.

```
DATE STORAGE REQD (32)_____ EST DATE OF REMOVAL (33)_____CONTACT NAME
(34)_____
CONTACT PHONE NO (35)_____PICKU0P LOCATION SITE:
(36)_____BLDG: _____ROOM NO: _____
PACKAGING REQUIREMENTS (37)
_____
_____
_____
_____
```

```
_____
_____
HANDLING REQUIRE  MENTS (38)
_____
_____
_____
_____
_____
_____
_____
_____
_____
ADDITIONAL COMMENTS (39)
_____
_____
_____
_____
_____
_____

IF THE ITEM HAS A NEMS TAG, THE 1602 IS REQUIRED WITH THIS FORM.  IF NOT, DOES THE ITEM
NEED TO BE TAGGED?  Y/N (40)_____

 THE ORIGINATING ORGANIZATON WILL PROVIDE ADEQUATE PHOTOGRAPHS OF THIS ITEM BEFORE PICKUP.
```

REQUIRED SIGNATURES (43)	239 USE ONLY:
INITIATOR _____ DATE _____	STORAGE APPROVAL:_____ DATE: _____
FLT. ASSURANCE MGR_____ DATE _____	ASSIGNED LOCATION: _____ DATE :_____
BRANCH HEAD_____DATE _____	DATE TRANS. NOTIFIED: _____DATE: _____
PROPERTY CUSTODIAN _____ DATE _____	INCEPTION DATE:_____
234.1 STORAGE MGR _____ DATE_____	STORAGE SIZE L_____-_____XW_____XH_____
	STORAGE WEIGHT_____

INSTRUCTIONS FOR COMPLETING STORAGE RETURN REQUEST (GSFC 20-62A)

All items which have previously been stored and are being returned to storage require a GSFC20-62A request. All entries should be printed or typed. Each blank or question has a number which corresponds t the instructions below. **Update information which has changed or is missing. Pay particular attention to Items, 18-28, Items 32-36 must be updated.** Submit completed paperwork to the Storage Manager, Code234.

(1) Name of Initiator. Must belong to the organization that owns the item.
(2) Phone number of the Initiator.
(3) Organization Code of the Initiator.
(4) Name of the owning organization.
(5) Acronym for the Project for which the equipment will be used.
(6) Name of the person with technical responsibility/knowledge for the item.
(7) Phone number of the person names in (6).
(8) Name of the owning organization's Property Custodian.
(9) Phone Number of the owning organization's Property Administrator.
(10) Item name. Should be limited to 60 characters in length, and should be worded and arranged to be quickly retrievable by computer search. For example, a solar array simulator rack would be entered as "Rack, Solar Array Sim."
(11) Provide a narrative description of the item in terms of its use, etc.
(12) Provide the Model Number of the item.
(13) Provide the Part Number of the item.
(14) Provide the Serial Number of the item.
(15) Provide the NASA number of the item from its NEMS tag. If there is no NEMS tag, the Property Administrator will review the requirement for tagging. (see item 40).
(16) Provide the owning organization's property control number, if used.
(17) Provide the manufacturer's identification code number. The Property Administrator may provide this.
(18) If there are other bar code numbers that appear on the item, and if the initiator wants to track these in the data base, provide these numbers in these three blanks.
(19) Indicate Y (Yes) or N (No) if the item to be stored is a shipping container.
(20) Indicate Y (Yes) if the item is an empty shipping container. If it is a shipping container and it is not empty, indicate N (No), and provide a list of the container's contents.
(21) Indicate the quantity of items, if the item is being stored as a group of items in a box or on a skid, and the Initiator desires that the system track the remaining quantity in storage.
(22) If the item is accountable and it is part of an electronics rack or system, or it is stored in a shipping container, indicate Y (Yes); if not, indicate N (No).
(24) Provide the length, width, and height and units of measure. The metric system will be used for tracking storage sizes and volumes, and the system will convert English units into metric units.
(25) If available, provide the weight of the item, less its container. Otherwise, leave blank.
(26) Provide the Criticality Code from the table below. Enter all that apply:
        (B) Black Box Items   (H) Handling/Support Equipment
        (C) Critical GSE   (N) Non-Critical
        (F1) Space Flight Equipment   (S) Standby Replacement Parts
        (F2) Space Flight Equipment downgraded to non-flight status
(27) Provide the Condition Code:
        (1) Unused - good   (4) Used - good   (7) Repairs required - good
        (2) Unused - fair   (5) Used - fair   (8) Repairs required - fair
        (3) Unused - poor   (6) Used - poor   (9) Repairs required - poor
                          NOTE: Codes 3, 6, and 9 may not be accepted for storage.
(28) Provide the hazardous classification code from the table below. Enter all that apply:
        (N) Non-Hazardous   (X) Explosive   (F) Flammable
        (R) Radioactive   (C) Corrosive   (G) Compressed Gas   (O)
 Other
(29) Provide the cost of the item. If the actual cost is not known put "E" and the estimated cost.
(30) Describe, in detail, the environmental requirements for storage of this item, particularly with respect to temperature, cleanliness, static sensitivity, etc.
(31) Provide a clear and concise justification for placing the item into storage, e.g., a shipping container that will be used in 7 months, or a handling device needed 18 months later.
(32) Provide the date the item will be available for storage.
(33) Provide the month and year the item is expected to be removed from storage.
(34) Provide the name of the person who will be the point of contact for Transportation pick up.
(35) Provide the phone number of the person identified in (34)
(36) Provide the pickup location, e.g., site, building and room number, etc.
(37) Describe, in detail, any specialized packing or preservation requirements.
(38) Describe, in detail, any special handling requirements.
(39) Provide any additional comments relevant to this item, e.g., must be picked up by a certain time, or certain precautions which must be observed in handling, etc.
(40) Property Custodians: determine if the item should be tagged, and signify here.
(43) The Initiator is required to obtain these signatures. The Flight Assurance Manager's signature is only required for F1 or F2 flight equipment. All other signatures are required before submission to the Storage Manager.

GSFC 20-62A (Revised 08/99)

5.4   TRANSFER/SHIPPING REQUEST

INVOICE/SHIPPING DOCUMENT			NO.

1. FROM	3. ORIGINATO'S FULL NAME, CODE, TEL. EXT.	9. MATERIAL IS TO BE SHIPPED AS: [ ] A. RETURNED UNDER WARRANTY [ ] B. EXPENDED (FLIGHT HARDWARE ONLY)	11. AUTHORITY FOR SHIPMENT (CHECK AND FILL IN BELOW
2. SHIP TO/MARK FOR	4. MATERIAL IS TO BE PICKED UP FROM: BLDG. _____ ROOM _____ TEL. _____	[ ] C. REPAIR UNDER P.O./CONTRACT [ ] D. LOANED _____ PERIOD MONTHS DAYS	[ ] A. P.O./CONTACT NO.
	5. MATERIAL IS REQUIRED AT DESTINATION (DATE)	[ ] E. TRANSFERRED (EXPLAIN) _____ _____ [ ] F. GFP CONTRACT #_____	[ ] B. PROJECT NAME/NO. [ ] C. LETTER OF AGREEMENT (NASA FILE NO., DATE
	6. APPROXIMATE WEIGHT AND SIZE	[ ] G. CONTRACTOR OWNED [ ] H. OTHER (SPECIFY)_____ _____	SUBJECT)
SHIP COLLECT [ ] PREPAID [ ] GIVE JON IS PREPAID	7. THIS SHIPMENT (OR HAND CARRIED MATERIAL) CONTAINS ITEMS OF CONTROLLED PERSONAL PROPERTY [ ] NO [ ] YES (NO. ITEMS)_____	THIS MATERIAL IS [ ] HAZARDOUS [ ] NON-HAZARDOUS	
[ ] CURRENT YEAR FUNDS [ ] PRIOR YEAR FUNDS	8. CONTRACTING OFFICER'S CONCURRENCE	10. OTHER APPROVALS	12. APPROVING AUTHORITY NAME DATE

13. ITEM NO	14. NOUN NAME, MFG MOD. NO. & SER. NO.	15. GSFC	16. U/I	17. QTY	18. CNTR	19. UNIT COST	20. TOTAL COST

CNTR. NO.	CNTR. TYPE	DIMENSIONS	WEIGHT	CUBE	CHECKED BY	DATE SHIPPED	BILL OF LADING NUMBER
					PACKED BY	MODE OF SHIPMENT	

```
INSTRUCTIONS FOR GSFC 20-4 INVOICE/SHIPPING DOCUMENT
          (SEE GODDARD MANAGEMENT INSTRUCTION 6000.1A)
```

Item 1   Name and location of installation
Item 2   Provide complete name and address and check collect or prepaid box.
Item 3   Provide the originators full name, mail code and telephone extension.
Item 4   Provide the building and room number where the item(s) will be picked up; provide the telephone number of the point of contact for the pickup.
Item 5   Provide the date by which the item must arrive at its destination.
Item 6   Provide the approximate weight and size of the equipment.
Item 7   If shipment or handcarried material contains controlled personal property, obtain necessary copies of NASA Form 1602 from the originating Branch Property Administrator (except for items being sent for repair). Property Administrator must sign the form.
Item 8   Contracting Officer's concurrence must be obtained when shipment or handcarried material contains government-furnished property, contracting officer retains copy no. 9 after he approves shipment.
Item 9   Check applicable boxes and provide information where requested.
            Block A: The Transportation Branch will provide the purchasing and Supply Branch with a copy of GSFC Form 20-4. To ship items for repair after warranty has expired, however, use GSFC Form 18-26, Purchase Request-Order-Receiving Report, or GSFC Form 18-27, Procurement Request.
Item 10   Route to Network Logistics Branch, Code 854, for approval of shipment to tracking stations, Property Administrator attaches NASA 1602, and signs.
Item 11   Provide applicable information regarding the authority for this action.
Item 12   Obtain the signature of the person designated by the Director Of as the approving authority for shipments.
Item 13   Number each item, carton, container, pallet, etc. separately, e.g., 1, 2, 3.
Item 14   Provide the complete noun name for the item, its manufacturer name, and model number and serial number, if applicable. If the item is a system, rack, or container, give the total weight of the item.
Item 15   Provide the NEMS equipment control number (ECN) for each item. If the item is a container, system, or rack, list all ECN's in each under one item number.
Item 16   Provide the unit of issue, i.e., each, roll, container, box, etc.
Item 17   rovide the quantity for each item number.
Item 18   If the item is a container, provide the container serial number.
Item 19   Provide the unit cost for each item.
Item 20   Multiply the quantity by the unit cost of the item to achieve the total cost of the item.